USER MANUAL

e-SUBMISSION SYSTEM

OF

CENTRAL REGISTRY OF DRUG ABUSE

Narcotics Division Security Bureau

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I. INTRODUCTION

About the Central Registry of Drug Abuse (CRDA)

- The CRDA is a statistical system which provides relevant drug abuse statistics for monitoring changes in drug abuse trends and characteristics of drug abusers to facilitate the planning of anti-drug strategies and drug abuse programmes in Hong Kong. It collates information regularly on drug abuse cases reported by law enforcement departments, treatment and welfare agencies, hospitals and clinics, and tertiary institutions. All information collated is used only for statistical analyses and research purposes.

- Information on individual abusing drugs is provided to the CRDA on a voluntary basis and with the full co-operation of the reporting agencies.

- The CRDA compiles and releases latest drug abuse statistics on a quarterly basis. All the reports published by the CRDA are statistical in nature and contain no information that could lead to any individual drug abuser being identified.

- All information supplied in the CRDA record sheets is handled in strict confidence and is accessible only to the people who are directly involved in the operation of CRDA, workers of reporting agencies and who are required to observe the rule of confidentiality. The confidentiality of all records held by CRDA and its reporting agencies is safeguarded by the Dangerous Drugs Ordinance (DDO) (Chapter 134) and the Personal Data (Privacy) Ordinance (Chapter 486).

- The DDO stipulates that any person who discloses any record of confidential information which is kept by the Registry or a reporting agency, or supplies to any person information obtained from any such record, or permits access to any such record, commits an offence.

Redevelopment of the CRDA computer system

- The redevelopment project of the CRDA computer system, commenced in November 2003, was undertaken as one of the recommendations of a major review of the CRDA completed in 2001.

- Its overall objective is to enhance system functionality to cope with changing drug abuse trends.

- The new computer system is a web-based information system with features on electronic submission of drug abuser records over the Internet and enhanced data dissemination on Narcotic Division's website, amongst others. It supports use of Chinese characters and complies with Interoperability Framework of the Government, by reaping advantages of latest information technology.

- As from April 2005, a revised CRDA record sheet was put in use mainly to include new items on usual frequency and place and locality of abusing drugs so as to gauge more in-depth information on the changing drug abuse patterns for reference in formulating anti-drug strategies.

e-Submission System of CRDA

- The e-submission system of CRDA, being a confidential information system, adopts strict security measures which comply with the security regulations of the government for confidential information systems. Each reporting agency needs to register with and to be authorized by the CRDA to use the system. Each agency should appoint an agency coordinator to liaise with the CRDA office on user registration and then to open and manage user accounts for reporters concerned. Only authorized users with a valid security device (viz. token) are allowed to access the system.

- Major functions of the system include :

1. **e-Record submission** allows users to submit drug abuser records and to validate the submitted data instantly on-line over the Internet to CRDA, thereby greatly streamlining the data reporting process as well as improving data integrity and timeliness. Users are also allowed to print the submitted e-record after completion of submission.

2. **Submitted e-record index** allows users to enquire real time on-line index of e-records of drug abusers submitted by the respective unit coordinators / reporters over the past three months, thereby facilitating trailing and indexing of e-records. The index contains for each e-record the date of input, date of contact, name of drug abuser, case reference number and name of reporter.

3. **Submitted e-record management statistics** allows users to enquire on-line a report on aggregated management statistics on selected demographic characteristics and drug abusing patterns of reported drug abusers based on e-records submitted by the respective unit coordinators / reporters over the past three complete years. This facilitates users to perform data analysis and record management. Statistics contained in the report are updated regularly.

4. **Submitted e-record revision** allows users to revise e-record of reported information submitted by the respective unit coordinators / reporters over the past year, thereby streamlining the procedure of revising reported information through telephone, facsimile or e-mail.

- Other features of the system :

  (i) Input and output of Chinese characters is supported.

  (ii) The function of "User Profile" facilitates the unit coordinator to manage user accounts under his/her purview, allowing one to create and delete accounts, update account profile and reset personal login password.

(iii) The function of "My Profile" allows one to update his/her account profile and to reset personal login password.

(iv) The function of "User Guides" allows one to download the bilingual version of (1) CRDA record sheet, (2) Guidelines for the completion of CRDA record sheet, (3) User manual on e-Submission System, and (4) Common substances of abuse.

System security

- The e-submission system adopts a "Two Factor Authentication" for login security. The CRDA ID and password together with a security device (viz. token which is a number display machine) will be distributed by CRDA to its reporting agencies for login purpose. Each user has to complete two levels of login when logging in the system. At the first level, each user has to enter a CRDA ID, CRDA password and a 6-digit number displayed on the device. At the second level, the user has to enter the personal login ID and password for user authentication.

- For greater system security, if a user leaves the system in an inactive state over the specified time-out period (presently at 1 hour) after logging in, the system will be timed-out. All input data will then be lost and the user has to input data again for reporting purpose. The user needs to log in the system again before using the system.

- On data submission, the e-submission system has adopted 128 bit encryption pack to refrain data from being hacked during the transmission process. Finally, upon receiving the data, the website will instantly transmit it to the server in Narcotic Division through a series of firewalls to protect data from disclosure at the website.

System operation hours

Monday to Saturday : 6:00 a.m. – 10:00 p.m.
Sunday and Public Holidays : Closed

Client workstation requirements

- Users are recommended to have their PC with Windows Operating System, Internet Explorer (IE) web browser and Internet access. For the details of hardware and software requirement and the configuration setup, please refer to Section V.

Help Desk

- In case of any queries in using the system, please contact staff of the CRDA office by telephone (phone no. : 2867 1071), fax (fax no. : 2537 2575) or e-mail (e-mail address : sb_stat@sb.gov.hk).

II. MANAGEMENT OF USER ACCOUNTS

- Management of user accounts of the system involves the following parties each with different role to take up :

- **System administrator :** Statistical Unit of Narcotics Division of Security Bureau oversees the daily maintenance of the system and performs administrative work including processing the registration of a reporting agency for using the system and providing help desk service to system users
  .
- **System Users :** For both system security and data confidentiality, different levels of responsibilities in relation to the management of user accounts of a reporting agency are defined. Each reporting agency when registering for using the system has to appoint appropriate staff to take up these responsibilities.

1. Agency coordinator :

   - This person is to register with CRDA for using the system on behalf of the respective reporting agency and to collect and keep the security token(s) in safe custody and to return the tokens back to CRDA when it is no longer required (please also see the following section on user registration for more details).

   - The security token belongs to the property of CRDA. If the token is accidentally damaged and even lost, he/she should report the case to the CRDA asap and to make arrangement for replacement.

   - If this personnel is to change (has been changed), the coordinator concerned should report the case to the CRDA asap and to make arrangement for updating user account's information.

   - He/she can choose to open a user account for himself / herself or not.

   *Access to system function*s : All except for creating/deleting accounts for reporters.

   Level of access to submitted e-record index and management statistics : Highest. Index and management statistics in respect of all e-records submitted by all reporters / reporting units of the same agency can be enquired.

2. Unit coordinator :

   - This person is to keep the security token(s) in safe custody when allocated by the agency coordinator, to create / delete accounts and to update account profile for reporters under his/her purview as and when required (please also see Part IV, section 5 on user profile).

(Unit coordinator cont'd)

- The security token belongs to the property of CRDA. If the token is accidentally damaged and even lost, he/she should report the case to the CRDA asap and to make arrangement for replacement.

- If any authorized user under his/her account is to change (has been changed), the coordinator concerned should make own arrangement to update user profile (please also see Part IV, section 5 on user profile).

*Access to system function*s : All

Level of access to submitted e-record index and management statistics : High
Index and management statistics in respect of e-records submitted by any one of reporters of his/her unit only can be enquired.

3. Reporter :

- This person is to keep the security token in safe custody when allocated by the agency/unit coordinator and return it to the latter after use, to perform e-record submission and to update his/her own account profile.

- He/she should update his/her own password half yearly for security reason, and to update his/own profile on a need basis (please also see Part IV, section 6 on my profile).

*Access to system function*s : All except for creating/deleting accounts for reporters (same as agency coordinator).

Level of access to submitted e-record index and management statistics : Low
Index and management statistics in respect of e-records submitted by himself/herself only can be enquired.

- In consideration of different operations and administrative arrangements for different reporting agencies, flexibility is allowed for a reporting agency to appoint the same personnel to take up multi-roles, say being agency coordinator cum unit coordinator, or coordinator cum reporter.

- **Level of user accounts :** User accounts for both agency coordinators and unit coordinators are created by system administrator only. If there is any change to the personnel holding these roles, concerned staff of the agency should notify and return the security token(s) to system administrator as soon as possible for the latter to make necessary follow up arrangement. User accounts for reporters are created by the respective unit coordinators.

Procedures for Agency Registration with Statistics Unit of Security Bureau

- After an agency registers successfully for using the system, user accounts for the agency / unit coordinator of concerned agency will be created by system administrator, and some login information and security token(s) assigned for the particular agency will be available for collection. Accounts for reporters of an agency shall be created by the respective unit coordinator. An agency shall follow the procedures described in the following paragraphs to register for using the system.

1. A reporting agency shall first appoint a (agency/unit) coordinator to perform user registration on behalf of the agency.

2. The concerned coordinator is required to provide the following information for creating corresponding user accounts :

   (i) the number of security tokens required (if more than one is required); and

   (ii) the user role of the users (i.e. agency coordinator or unit coordinator) and the corresponding name, telephone number and email address.

3. After confirming users' identity and successfully creating user accounts, Statistics Unit will contact respective coordinators via email and ask him/her to collect in person at the office of Statistics Unit (i) CRDA ID and password, (ii) security token, and (iii) personal login ID and initial password for system login.

4. The respective coordinators upon receiving the login information and token are recommended to login the first time their respective user accounts at the office of Statistics Unit to confirm with the system administrator that the login information are valid and that they can access the system successfully.

Use of security device at the first level system login

- Each service centre/unit would normally be allocated one security device (viz. token which is a number display machine) for shared use among authorized officers. Additional tokens may be allocated to a service centre/unit on request on a need-basis.

- Each security device distributed to an agency will bear a unique CRDA ID and password. It will display on it a new 6-digit random number continuously every minute. When accessing the system using the token, a user has to enter the CRDA ID and password as well as the said 6-digit random number. Given this design, more than one user of a service centre/unit can use the system at the same time.

III. LOGIN AND LOGOUT

Login

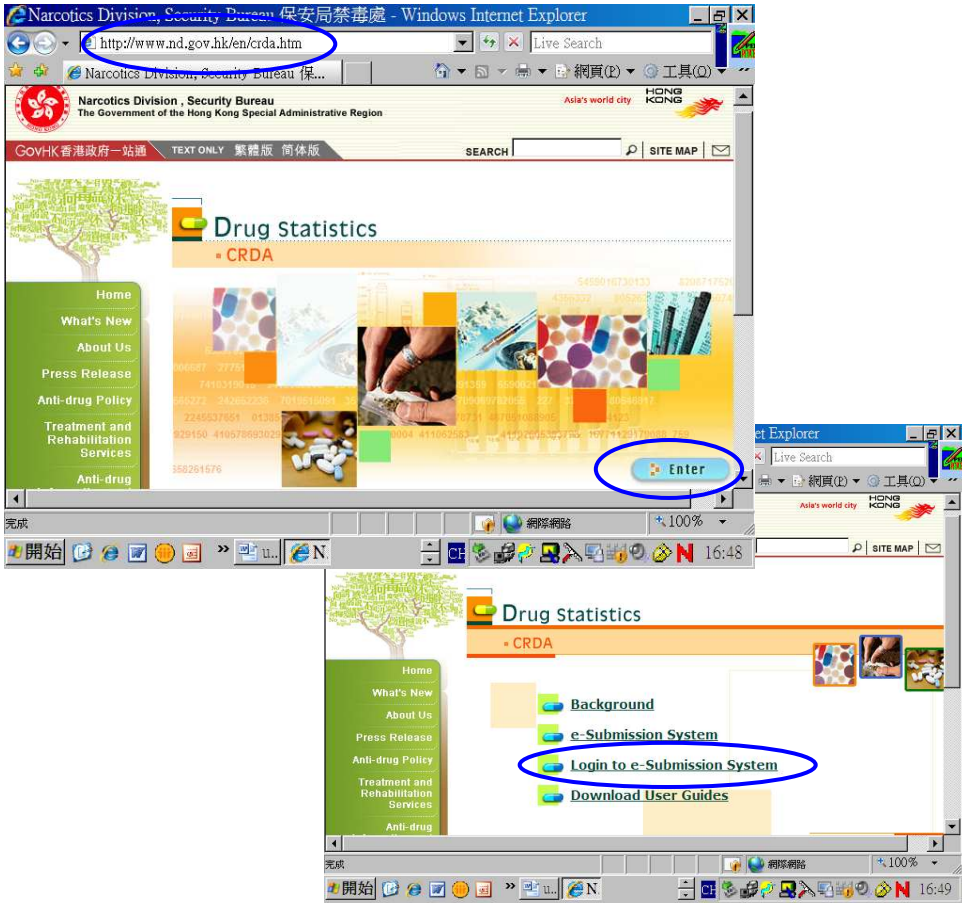
- A "Two Factor Authentication" approach is adopted to authenticate authorized users. A user needs these information to login the system every time :

  (1) CRDA ID,
  (2) CRDA 4-digit password,
  (3) a 6-digit number displayed on the security token which is a number display machine,
  (4) personal login ID, and
  (5) personal login password

a 6-digit number displayed on the security

Note that (1), (2) and the security token of each agency and (4) and (5) of all coordinators are assigned by the CRDA upon user registration, while (4) and (5) of all reporters are set by the respective unit coordinators. The login steps are given in the following paragraphs.

1. Enter the URL www.nd.gov.hk/en/crda.htm in the browser. After successful connection, the following screen will be displayed. First click on the button "Enter" and then the button "Login to e-Submission System".



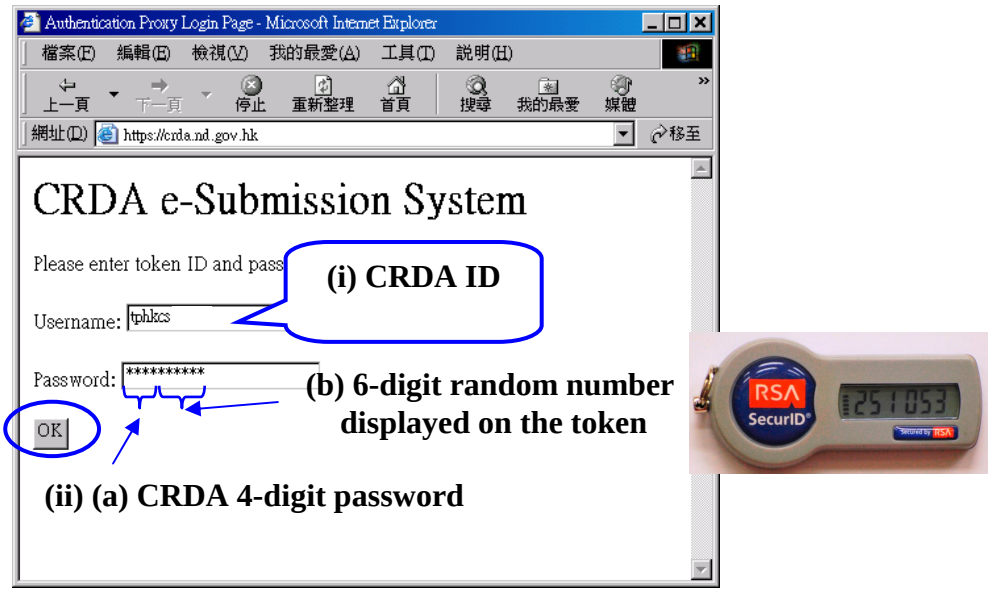
2. A security alert message on the system certificate will be displayed for confirmation. Click "Yes" to continue processing.

Security Alert
Information you exchange with this site cannot be viewed or changed by others. However, there is a problem with the site's security certificate.
The security certificate was issued by a company you have not chosen to trust. View the certificate to determine whether you want to trust the certifying authority.
The security certificate date is valid.
The name on the security certificate is invalid or does not match the name of the site
Do you want to proceed?
Yes
No
View Certificate

3. Then the screen for using the token to login at the first level of user authentication will be displayed. Enter :

   (i) CRDA ID in the box for "Username",
   (ii) (a) CRDA 4-digit password followed by (b) the 6-digit random number displayed on the token at the time of login in the box for "Password".

   Press "OK" button when finished to continue. Note that the CRDA ID and password were assigned by system administrator. If reporters do not know / forget them, they can check them out from the respective agency / unit coordinators.



Exemption :

For users' convenience, if a user log out and log in again the system using the same computer within the default time-out period (presently at 1 hour), the first level of authentication will not be activated. The system will prompt the user direct to the second level of authentication.

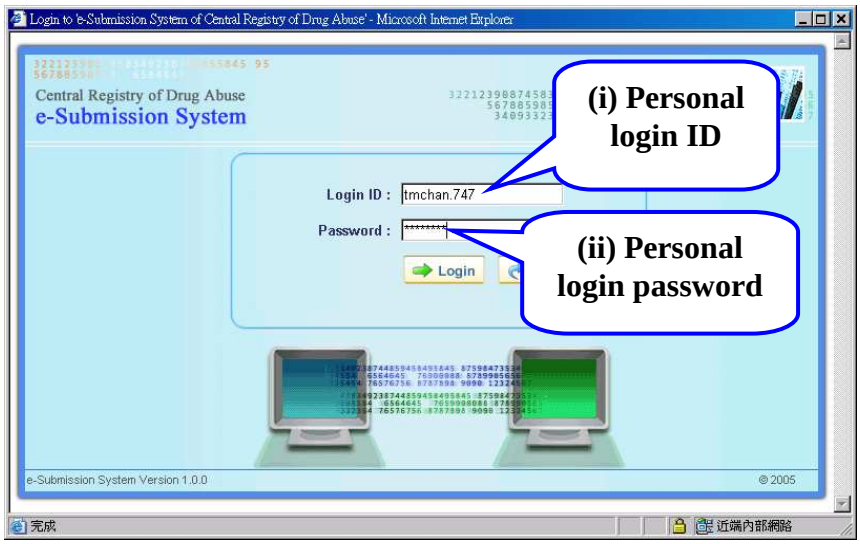
4. Then a security alert message on the system certificate will again be displayed for confirmation. Click "Yes" to continue processing.

Security Alert
Information you exchange with this site cannot be viewed or changed by others. However, there is a problem with the site's security certificate.
The security certificate was issued by a company you have not chosen to trust. View the certificate to determine whether you want to trust the certifying authority.
The security certificate date is valid.
The name on the security certificate is invalid or does not match the name of the site
Do you want to proceed?
Yes
No
View Certificate

5. After successful user authentication at the first level, the following screen will be displayed for the user to select the language for the user interface. Select either the Chinese or English interface by clicking on the respective button.

6. After selecting the language, another login page will be displayed. Enter :

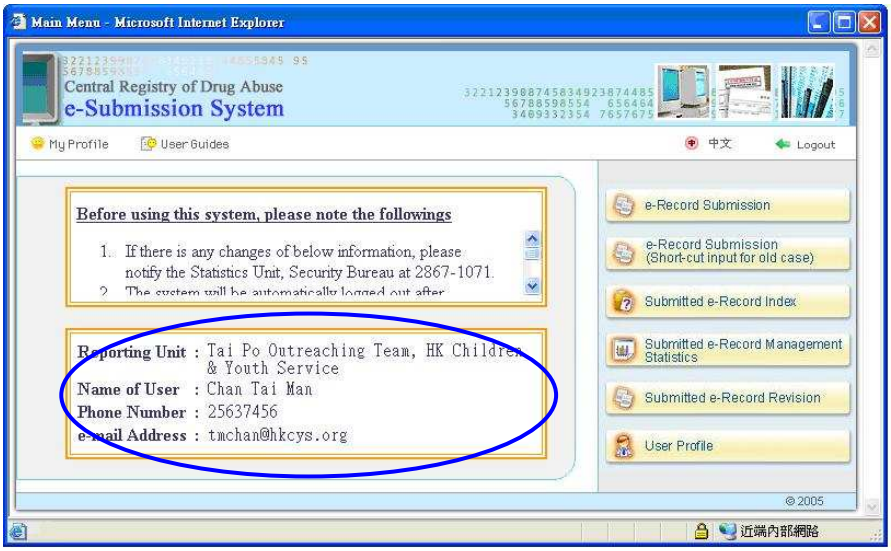
   (i) personal login ID in the box for "Login ID"; and
   (ii) personal login password (at least 8 characters) in the box for "Password".



Note that the name of every user account under a coordinator has to be unique, and the respective password is recommended to be changed at least once a year for security purpose.

If a reporter forgets his/her login ID, the respective unit coordinator can check it out from his/her user account by using "User Profile" function on the main menu. If, however, the login password is forgotten, the unit coordinator has to reset a new password for concerned user by using "Modify" function in "User Profile" function.

7. After successful login, the system will automatically recognize the name of concerned service centre/unit and authorized user and display these information on the main menu page.


Main Menu - Microsoft Internet Explorer
Central Registry of Drug Abuse
e-Submission System
My Profile
User Guides
中文
Logout
Before using this system, please note the followings
1. If there is any changes of below information, please notify the Statistics Unit, Security Bureau at 2867-1071.
Reporting Unit : Tai Po Outreaching Team, HK Children & Youth Service
Name of User : Chan Tai Man
Phone Number : 25637456
e-mail Address : tmchan@hkcys.org
e-Record Submission
e-Record Submission (Short-cut input for old case)
Submitted e-Record Index
Submitted e-Record Management Statistics
Submitted e-Record Revision
User Profile
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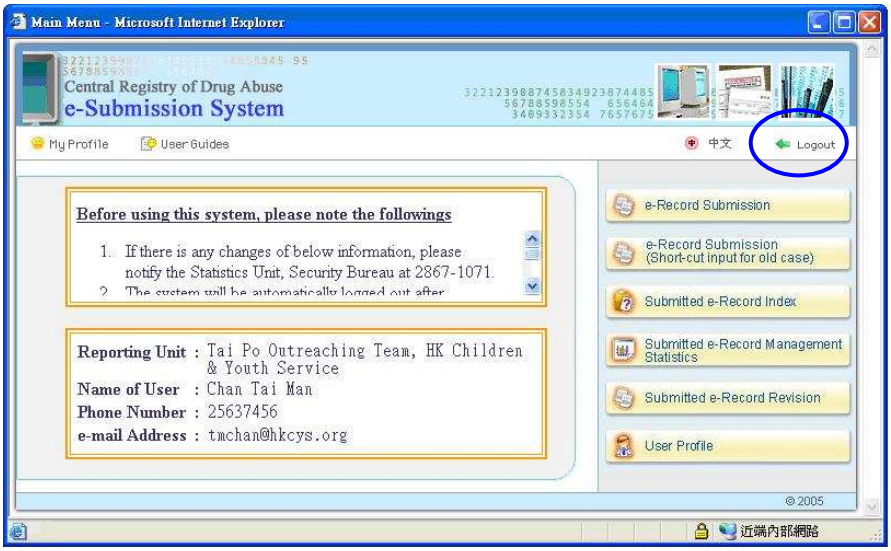
Logout

- To logout the system, click on the "Logout" button in the main menu to disconnect the system properly.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Time-Out

- The system will be automatically logged out after remaining inactive over an hour. A security alert message will be displayed for confirmation after time-out. Any data being entered in the e-record but not yet submitted will be lost with the time-out. Users have to login the system again for submission of drug abuser records.

Security Alert
Information you exchange with this site cannot be viewed or changed by others. However, there is a problem with the site's security certificate.
The security certificate was issued by a company you have not chosen to trust. View the certificate to determine whether you want to trust the certifying authority.
The security certificate date is valid.
The name on the security certificate is invalid or does not match the name of the site
Do you want to proceed?
Yes
No
View Certificate

IV. SYSTEM FUNCTIONS

1. e-Record Submission

Definition

- For the purpose of CRDA reporting, a drug abuser is defined to be a person who has taken any kind of substances which harms or threatens to harm the physical or mental health or social well-being of an individual, in doses above or for periods beyond those normally regarded as therapeutic in the last four weeks*, irrespective of the number of takings. Alcohol and tobacco are, however, not regarded as drug abuse.

  * Information of the drug abusers who are referral cases administered under probation order (or cautioned under Police Superintendents' Discretion Scheme, referred by a hospital or a methadone clinic) to be followed up by the agency on detoxification / treatment service should also be reported to CRDA, even though they reported not to have taken drugs (temporarily) at all during the four weeks before intake. These individuals would still be counted by CRDA as drug abusers, since they had taken drugs before police arrest.

- Most of the substances can be broadly classified into narcotic analgesics (e.g. heroin, opium, morphine, physeptone/methadone) and psychotropic substances. Psychotropic substances include hallucinogens (e.g. LSD, magic mushroom, PCP), cannabinoids, stimulants (e.g. amphetamine, cocaine), sedatives-hypnotics (e.g. barbiturates, benzodiazepines), volatile solvents (e.g. glue, thinner) and other substances (e.g. ketamine, cough medicine). Some common substances liable to abuse are listed at the Appendix.

When to submit record

- When reporting agencies come into contact with a person who is suspected (say, who shows withdrawal symptoms of drug addiction) or claims to have abused drugs (including persons on first admission and readmission to treatment programmes) during the last four weeks, please complete the Chinese version (or the English version if the drug abuser has English name only) of e-record in respect of every individual drug abuser.

- Only one record sheet needs to be completed for each drug abuser each quarter, regardless of the number of contacts with the same abusers during the same period.

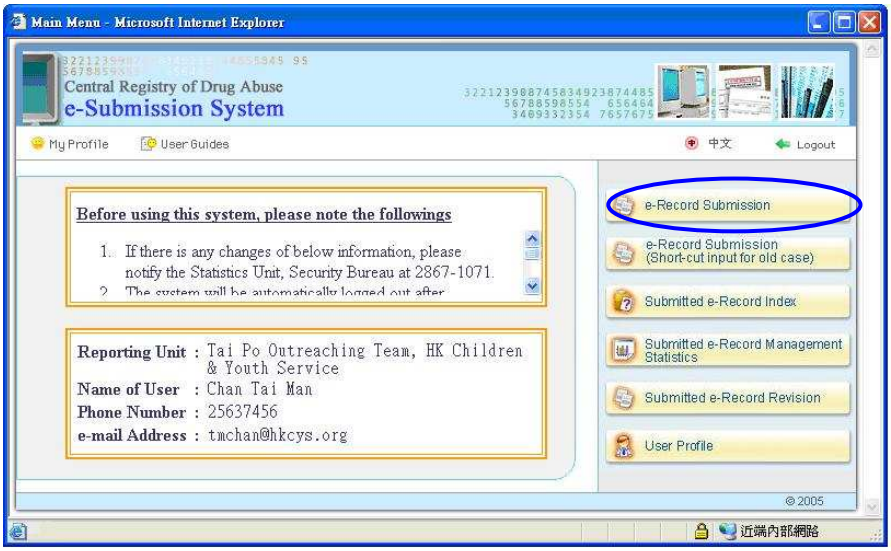
e-Submission procedures

- Less than one minute is normally required to complete one e-form. The input

interface has the following four input formats which are quick and easy to use :

(i) White box – to key in the text (e.g. case reference number and name of an abuser)
(ii) Drop down list – to click on one of the choices from the given list (e.g. items 2 & 7)
(iii) Radio button – to click on the button of one of the given choices (e.g. items 5 & 6)
(iv) Check box – designed for multiple answers, to click on the box of the given choices (e.g. items 16-type of substances, 17 - 19)

- Click on the "e-Record Submission" button in the main menu to display a blank e-record.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e-Record Submission (Short-cut input for old case)
Submitted e-Record Index
Submitted e-Record Management Statistics
Submitted e-Record Revision
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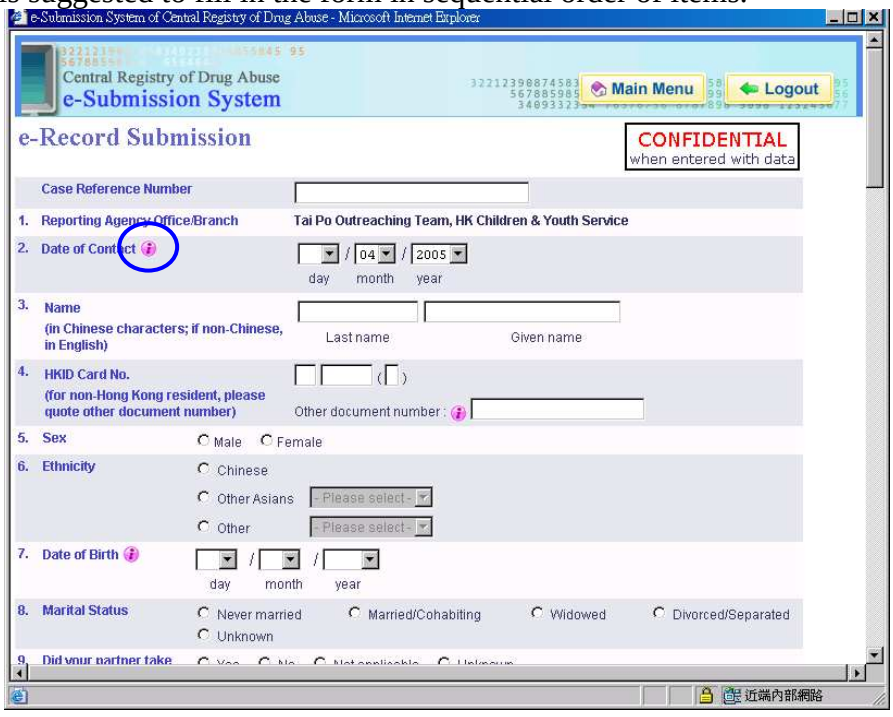
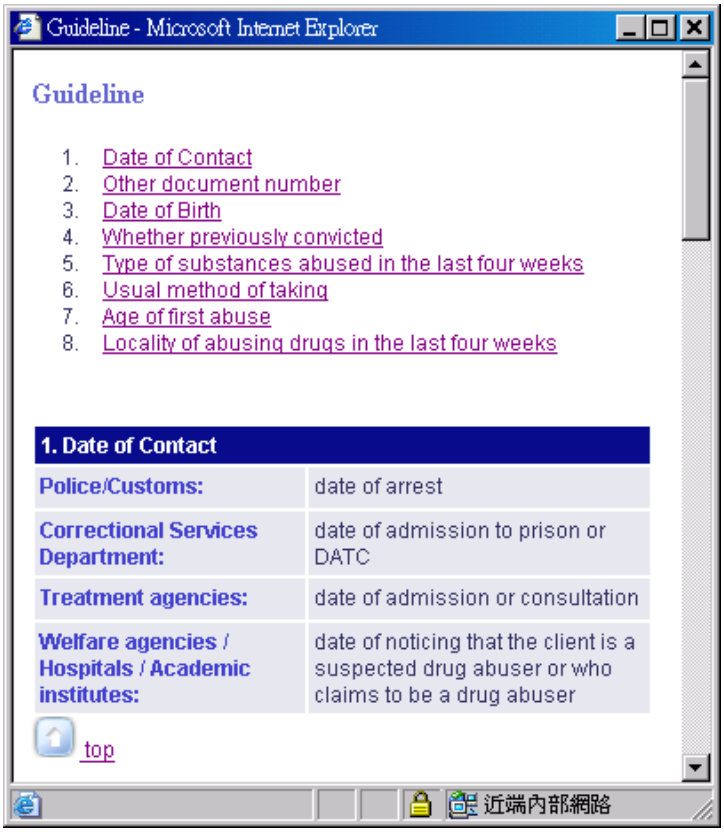
- User is suggested to fill in the form in sequential order of items.



For a number of data items, an icon is given next to it. Click on it and remarks concerned will be displayed.


Guideline - Microsoft Internet Explorer
Guideline
1. Date of Contact
2. Other document number
3. Date of Birth
4. Whether previously convicted
5. Type of substances abused in the last four weeks
6. Usual method of taking
7. Age of first abuse
8. Locality of abusing drugs in the last four weeks
1. Date of Contact
Police/Customs: date of arrest
Correctional Services Department: date of admission to prison or DATC
Treatment agencies: date of admission or consultation
Welfare agencies / Hospitals / Academic institutes: date of noticing that the client is a suspected drug abuser or who claims to be a drug abuser
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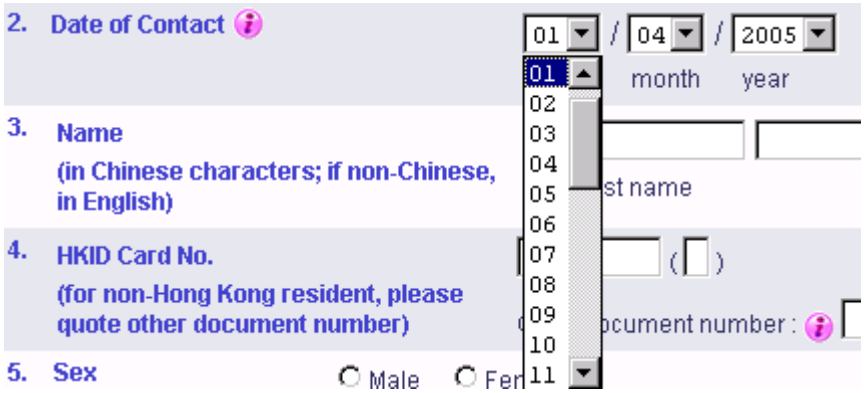
■ Follow the steps in the following paragraphs to fill in the e-record.

1. Enter the Case Reference Number in the blank white box.

2. Reporting Agency Office / Branch will be automatically displayed according to the information previously registered by the respective agency/unit.

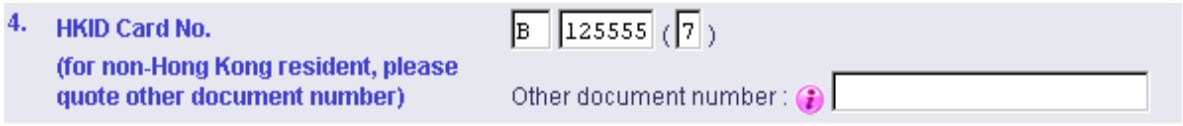
3. For date of contact, select the date / month / year separately from the drop down list. Note that the date of contact should be smaller or equal to current date.



For users of different agencies, note that date of contact refers to:
Customs : date of arrest
Correctional Services Department: date of admission to prison or DATC
Treatment agencies : date of admission or consultation
Welfare agencies /hospitals / academic institutes: date of noticing that the client is a suspected drug abuser or who claims to be a drug abuser.

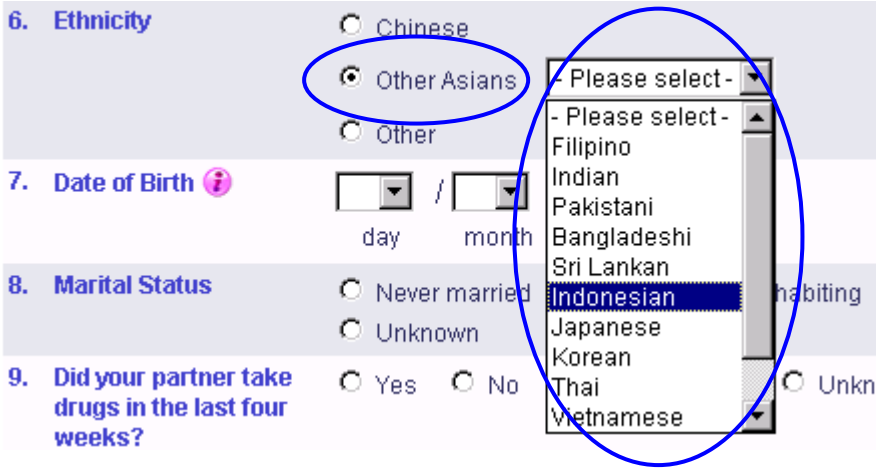
4. Name of drug abuser. If the drug abuser is a Chinese, use the Chinese e-record input form and enter the Chinese last name and given name separately in the concerned white boxes. If the drug abuser has English name only, change to the English e-record input form and enter the English last name and given name as shown on his/her Hong Kong Identity Card or other identity document, e.g. passport, in the same manner.

5. Enter the Hong Kong Identity Card No. in the blank white boxes for Hong Kong residents. For non-Hong Kong residents, enter other document number, such as Certificate of Identity, travel document or other identity document number.

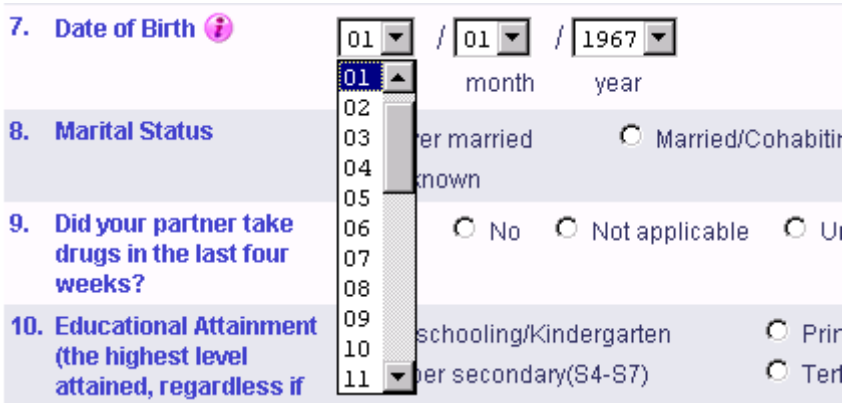


6. Select the sex by clicking on the button of either male or female.

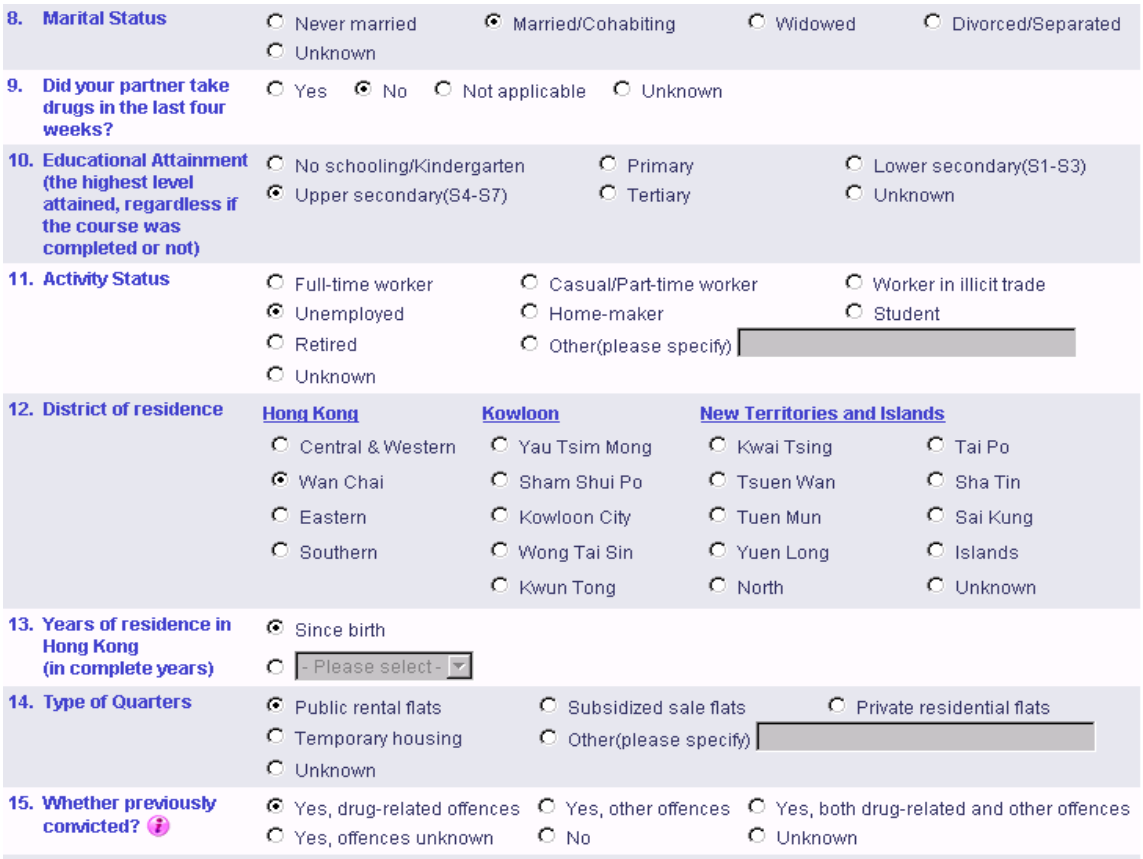
7. Select the ethnicity by clicking on the button of one of the given choices. If either "Other Asians" or "Other" is selected, then further click on one of the choices in the given drop down list.



8. For the date of birth, select the day / month / year separately from the drop down list. Date of birth should be calculated by Western reckoning. If, however, the year of birth of the drug abuser is not known, fill in his/her approximate age in the blank white box provided for additional information at the bottom of the e-record input form.

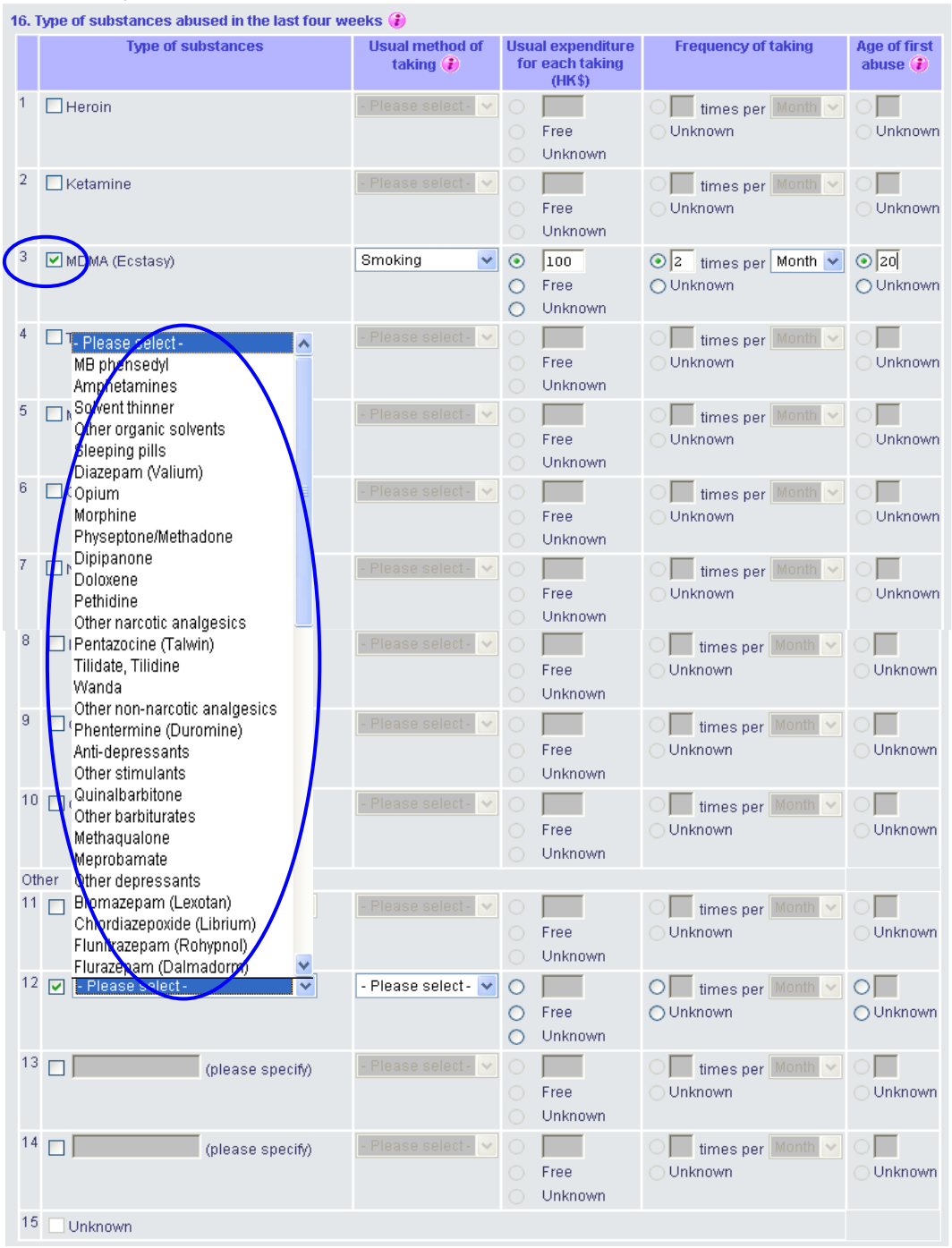


9. For items 8-15 on marital status, "Does the partner take drugs in the last four weeks?", educational attainment, activity status, district of residence, years of residence in Hong Kong, type of quarters and "Whether previously convicted ?", select the appropriate choice by clicking on the button of one of the given choices for the respective items.



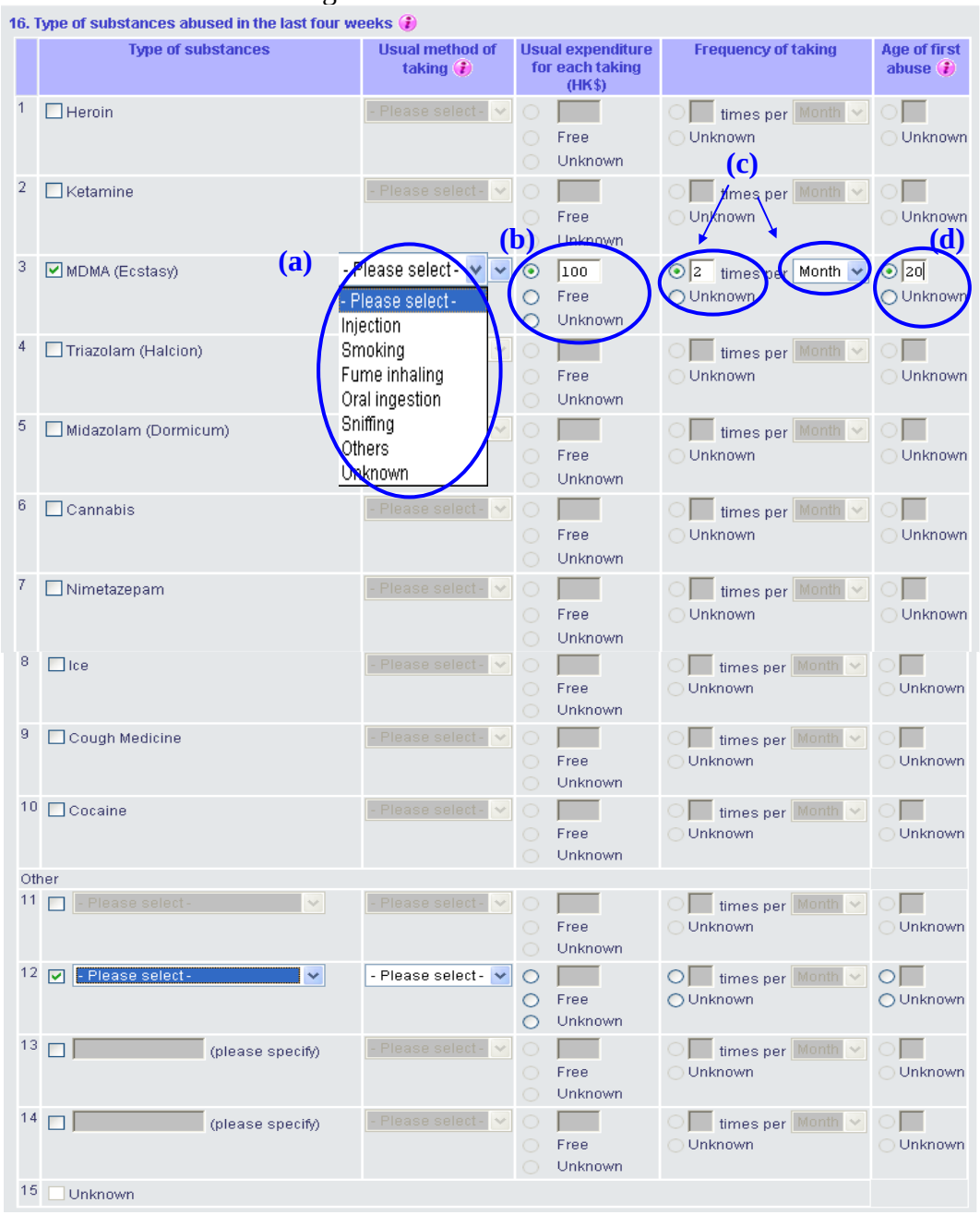
Note that "Whether previously convicted?" refers to if the abuser has been convicted of a criminal offence in Hong Kong or elsewhere.

10. For item 16 on the type of substances abused in the last four weeks, selection of more than one substance is allowed by clicking the appropriate check box(es) (see the Appendix for some common substances of abuse). Ten of the most commonly abused substances are individually listed in the selection table for direct clicking, while other known substances are given in the drop down list, which can be selected after clicking the check boxes on rows 11 and 12. As for new substances, enter the name in the blank white box after clicking the check box(es) on rows 13 and 14. Note that if an abuser has taken methadone/physeptone obtained from Methadone Clinics, choose heroin here. However, if it is impossible to know the type of substances abused by the abuser, check the box "unknown" on row 15.

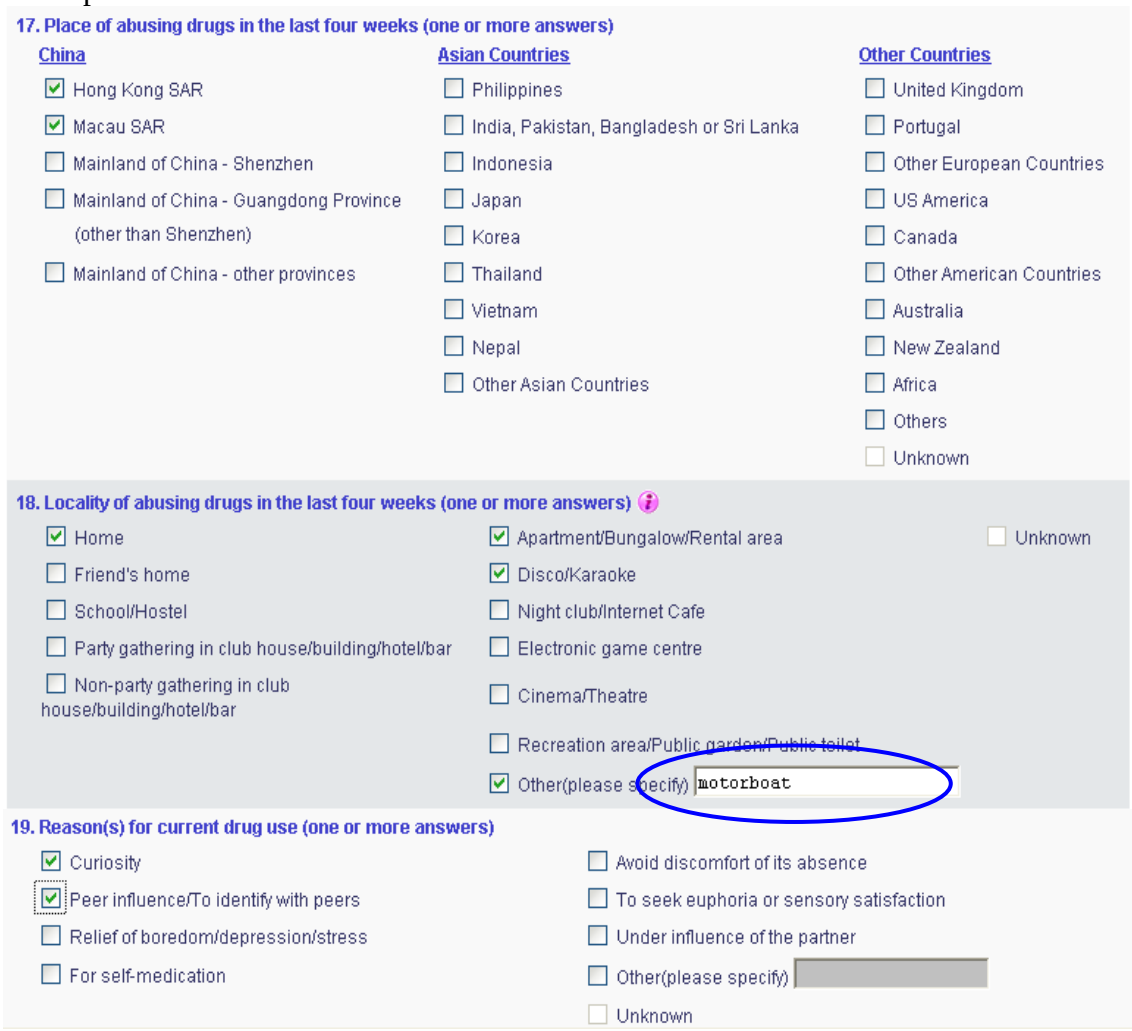


11. For each individual type of substances selected under item 16, also provide the following information by :

    (a) clicking on the choice of usual method of taking in the drop down list;
    (b) entering the usual expenditure for each taking in the blank white box, where a free or unknown option is available;
    (c) entering the number of times of taking and clicking on the unit i.e. month/week/day for frequency from the drop down list, where an unknown option is available, and
    (d) entering the age of first abuse in the blank white box, where an unknown option is available. Note that age of first abuse refers to the age at which the drug abuser used the drug for the first time, but not the number of years that the drug abuser has used the drug.

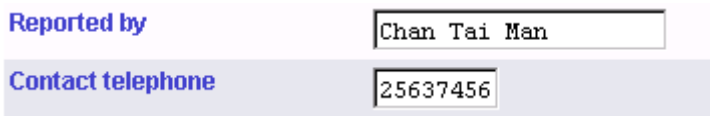


12. For items 17-19 on place and locality of abusing drugs in the last four weeks and reason(s) for current drug use, click one or more appropriate check box(es) for the respective items.

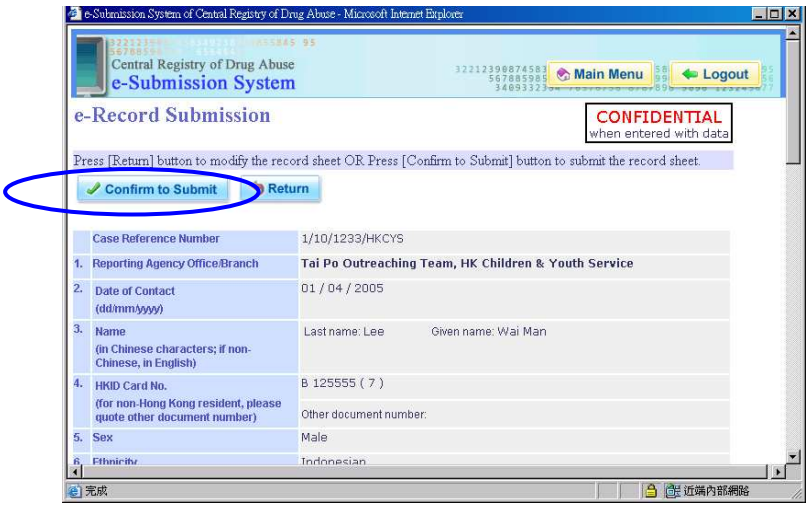


13. Where there is any remark or additional information provided in addition to the information given in previous items, enter such information in the blank white box provided at the bottom of the e-record form.

14. The name of the user and the contact telephone are automatically displayed according to the registered information. Note that the registered user may not necessarily be the reporter of the concerned drug abuser record. In this case, update information for the two fields “Reported by” and “Contact telephone”.



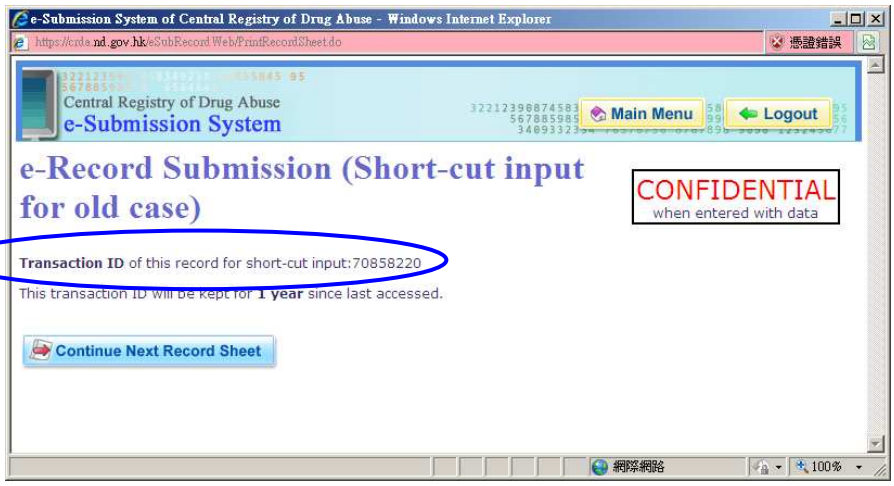
15. To submit an e-record form, all data items are required to be answered, except for item 3 on name and item 4 on HKID Card no. / other document no. Upon completion of the e-record form, press the "Submit" button. On-line data validation will then be performed by the system to ensure data integrity before the system accepts the submission. In the normal case of all complete and valid data on the e-record form accepted by the system, a message indicating successful submission will be displayed and flashed on the screen. The record sheet has been submitted successfully.


e-Submission System of Central Registry of Drug Abuse - Microsoft Internet Explorer
Central Registry of Drug Abuse
e-Submission System
Main Menu
Logout
e-Record Submission
CONFIDENTIAL
when entered with data
Press [Return] button to modify the record sheet OR Press [Confirm to Submit] button to submit the record sheet.
Confirm to Submit
Return
Case Reference Number
1/10/1233/HKCYS
1. Reporting Agency Office/Branch
Tai Po Outreaching Team, HK Children & Youth Service
2. Date of Contact (dd/mm/yyyy)
01 / 04 / 2005
3. Name (in Chinese characters; if non-Chinese, in English)
Last name: Lee
Given name: Wai Man
4. HKID Card No. (for non-Hong Kong resident, please quote other document number)
B 125555 (7)
Other document number:
5. Sex
Male
Indonesian

e-Submission System of Central Registry of Drug Abuse - Microsoft Internet Explorer
Central Registry of Drug Abuse
e-Submission System
Main Menu
Logout
e-Record Submission
CONFIDENTIAL
when entered with data
The Record Sheet has been submitted successfully. Thank you!
You may wish to print a copy of this page or continue next record sheet.
Print English Form
Save as Template for Short-cut Input
Print Bilingual Form
Continue Next Record Sheet
Case Reference Number
1/10/1233/HKCYS
1. Reporting Agency Office/Branch
Tai Po Outreaching Team, HK Children & Youth Service
2. Date of Contact (dd/mm/yyyy)
01 / 04 / 2005
3. Name
Last name: Lee
Given name: Wai Man

16. After e-record submission, user has the choice to:

(a) print a copy of the submitted e-record sheet by pressing the "Print" button;
(b) save inputted data by pressing "Save as Template for Short-cut Input" (a "Transaction ID" will be given, via which the data stored inside the template can be retrieved during future input); or

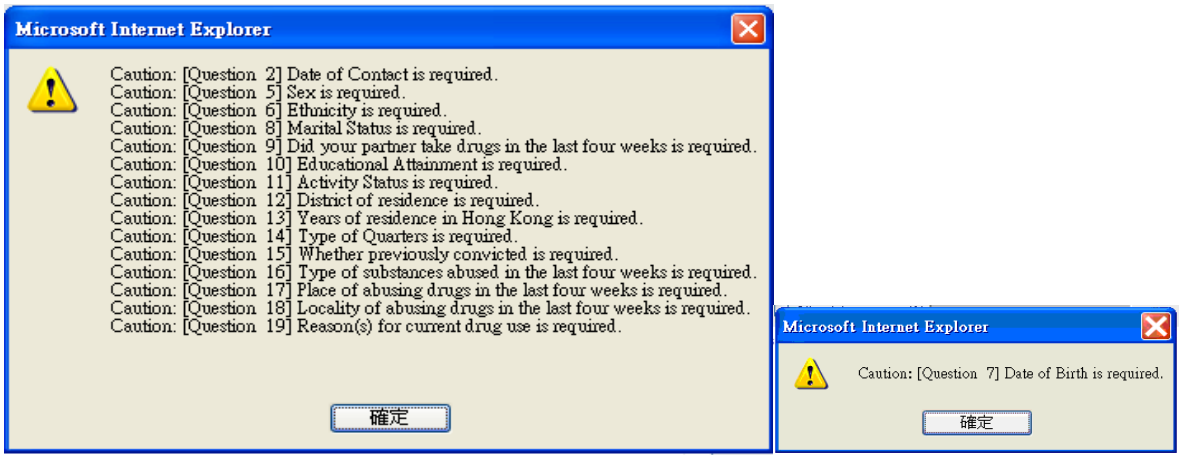

e-Submission System of Central Registry of Drug Abuse - Windows Internet Explorer
Central Registry of Drug Abuse
e-Submission System
Main Menu
Logout
e-Record Submission (Short-cut input for old case)
CONFIDENTIAL
when entered with data
Transaction ID of this record for short-cut input:70858220
This transaction ID will be kept for 1 year since last accessed.
Continue Next Record Sheet

(c) continue with the next e-record form by pressing the "Continue Next Record Sheet" button.

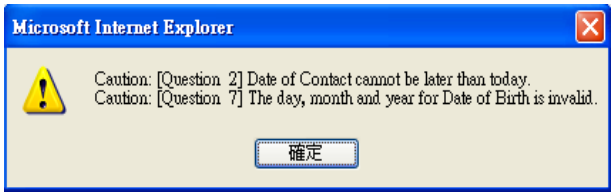
On-line data validation

17. After the user presses the "Submit" button to submit an e-record form, on-line data validation will be performed by the system to ensure data integrity before the system accepts the submission. In case any of the validation requirements is not fulfilled, either because there is/are incomplete data item(s) or invalid data exists in the e-record to be submitted, a pop-up dialogue box will be displayed to give the concerned error messages. Some examples of the error messages are given below.

Incomplete items – All data items except for item 3 on name and item 4 on HKID Card no. (other document no.) must be answered. An e-record form with any incomplete data item will not be accepted by the system.


Microsoft Internet Explorer
Caution: [Question 2] Date of Contact is required.
Caution: [Question 5] Sex is required.
Caution: [Question 6] Ethnicity is required.
Caution: [Question 8] Marital Status is required.
Caution: [Question 9] Did your partner take drugs in the last four weeks is required.
Caution: [Question 10] Educational Attainment is required.
Caution: [Question 11] Activity Status is required.
Caution: [Question 12] District of residence is required.
Caution: [Question 13] Years of residence in Hong Kong is required.
Caution: [Question 14] Type of Quarters is required.
Caution: [Question 15] Whether previously convicted is required.
Caution: [Question 16] Type of substances abused in the last four weeks is required.
Caution: [Question 17] Place of abusing drugs in the last four weeks is required.
Caution: [Question 18] Locality of abusing drugs in the last four weeks is required.
Caution: [Question 19] Reason(s) for current drug use is required.
確定
Microsoft Internet Explorer
Caution: [Question 7] Date of Birth is required.
確定

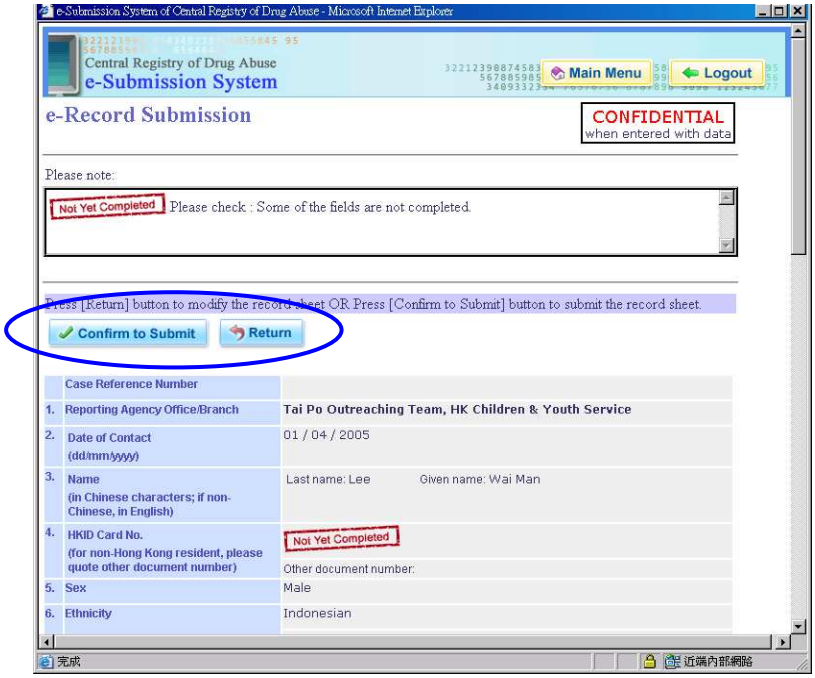
Invalid data - An e-record form with any invalid data item will not be accepted by the system.


Microsoft Internet Explorer
Caution: [Question 2] Date of Contact cannot be later than today.
Caution: [Question 7] The day, month and year for Date of Birth is invalid.
確定

18. Until all required data items have been entered and also there is no more invalid data error in the e-record form to be submitted, the data entered in the form will be subject to further examination of data completeness. In case item 3 on name or/and item 4 on HKID card no. is/are not yet entered, then a reminder message "Not Yet Completed" will still be displayed, followed by a sequential list of data items, entered or not, with the incomplete ones highlighted with red stamps "Not Yet Completed" against them.

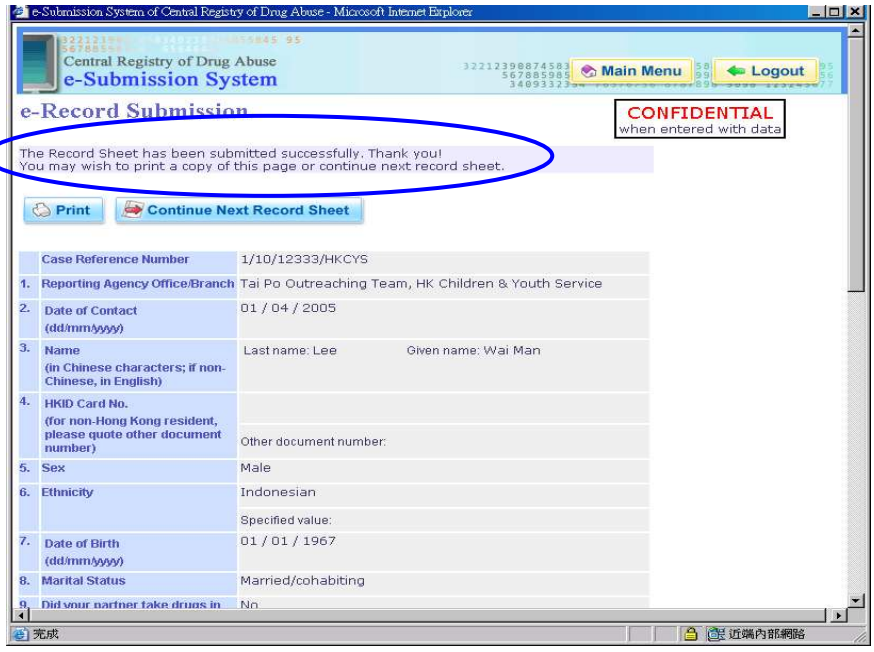
e-Submission System of Central Registry of Drug Abuse - Microsoft Internet Explorer
Central Registry of Drug Abuse
e-Submission System
Main Menu
Logout
e-Record Submission
CONFIDENTIAL
when entered with data
Please note:
Not Yet Completed
Please check : Some of the fields are not completed.
Press [Return] button to modify the record sheet OR Press [Confirm to Submit] button to submit the record sheet.
Confirm to Submit
Return
Case Reference Number
1. Reporting Agency Office/Branch
Barnabas Charitable Service Association Ltd
2. Date of Contact (dd/mm/yyyy)
15 / 09 / 2007
3. Name (in Chinese characters; if non-Chinese, in English)
Last name:
Given name:
Not Yet Completed
4. HKID Card No. (for non-Hong Kong resident, please quote other document number)
Not Yet Completed
Other document number:
5. Sex
Male

19. Given the reminder message, the user can choose to press either the "Return" button to modify data entered in the e-record form or the "Confirm to Submit" button to submit it.


e-Submission System of Central Registry of Drug Abuse - Microsoft Internet Explorer
Central Registry of Drug Abuse
e-Submission System
Main Menu
Logout
e-Record Submission
CONFIDENTIAL
when entered with data
Please note:
Not Yet Completed
Please check : Some of the fields are not completed.
Press [Return] button to modify the record sheet OR Press [Confirm to Submit] button to submit the record sheet.
Confirm to Submit
Return
Case Reference Number
1. Reporting Agency Office/Branch
Tai Po Outreaching Team, HK Children & Youth Service
2. Date of Contact (dd/mm/yyyy)
01 / 04 / 2005
3. Name (in Chinese characters; if non-Chinese, in English)
Last name: Lee
Given name: Wai Man
4. HKID Card No. (for non-Hong Kong resident, please quote other document number)
Not Yet Completed
Other document number:
5. Sex
Male
6. Ethnicity
Indonesian

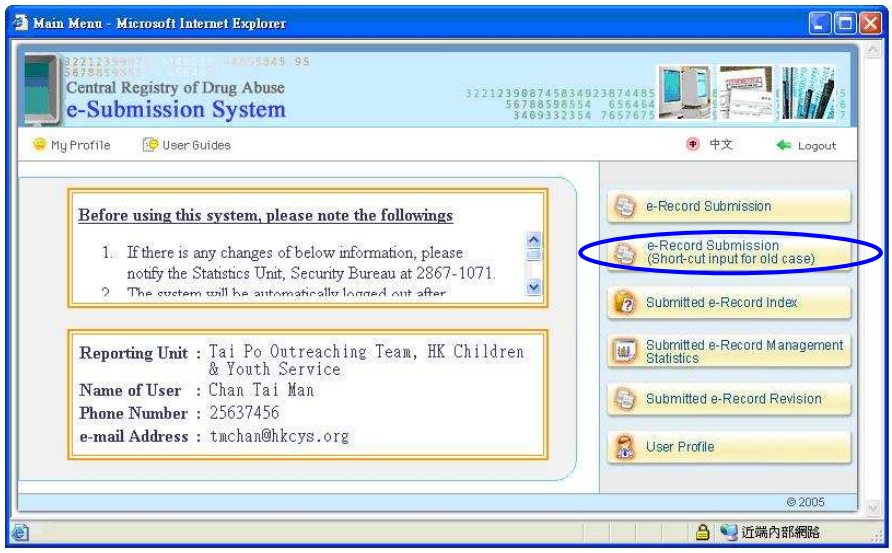
20. If the user presses the "Return" button to modify data entered in the e-record form, the previous form which was partially completed and contained data previously entered will be displayed for data entry again.

21. If the user presses the "Confirm to submit" button to submit the partially completed e-record form, then a message indicating successful submission will be displayed and flashed on the screen. The concerned e-record form has been submitted successfully.

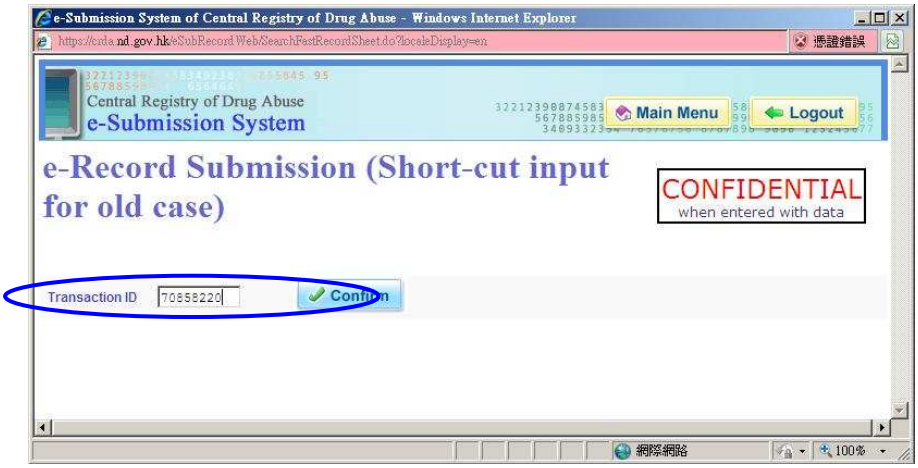

e-Submission System of Central Registry of Drug Abuse - Microsoft Internet Explorer
Central Registry of Drug Abuse
e-Submission System
Main Menu
Logout
e-Record Submission
CONFIDENTIAL
when entered with data
The Record Sheet has been submitted successfully. Thank you!
You may wish to print a copy of this page or continue next record sheet.
Print
Continue Next Record Sheet
Case Reference Number
1/10/12333/HKCYS
1. Reporting Agency Office/Branch
Tai Po Outreaching Team, HK Children & Youth Service
2. Date of Contact (dd/mm/yyyy)
01 / 04 / 2005
3. Name (in Chinese characters; if non-Chinese, in English)
Last name: Lee
Given name: Wai Man
4. HKID Card No. (for non-Hong Kong resident, please quote other document number)
Other document number:
5. Sex
Male
6. Ethnicity
Indonesian
Specified value:
7. Date of Birth (dd/mm/yyyy)
01 / 01 / 1967
8. Marital Status
Married/cohabiting
9. Did your partner take drugs in
No

2. e-Record Submission (Short-cut Input for Old Case)

- Click on the "e-Record Submission (Short-cut Input for Old Case)" button in the main menu to proceed.

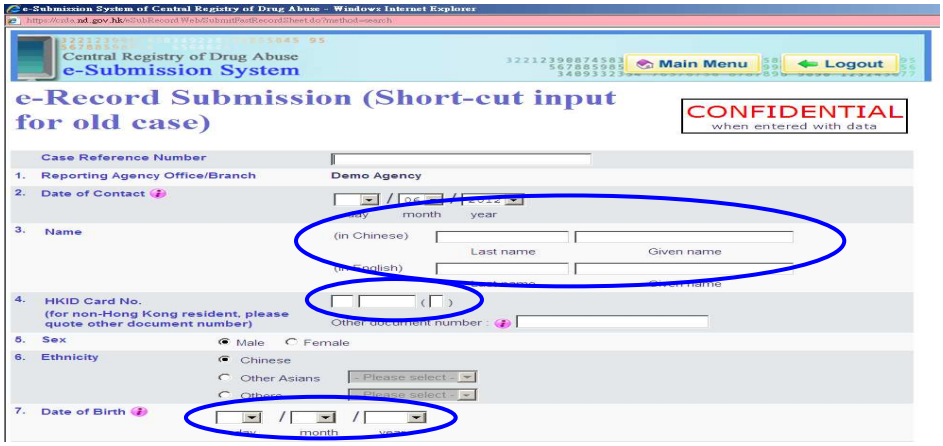

Main Menu - Microsoft Internet Explorer
Central Registry of Drug Abuse
e-Submission System
My Profile
User Guides
中文
Logout
Before using this system, please note the followings
1. If there is any changes of below information, please notify the Statistics Unit, Security Bureau at 2867-1071.
Reporting Unit : Tai Po Outreaching Team, HK Children & Youth Service
Name of User : Chan Tai Man
Phone Number : 25637456
e-mail Address : tmchan@hkcys.org
e-Record Submission
e-Record Submission (Short-cut input for old case)
Submitted e-Record Index
Submitted e-Record Management Statistics
Submitted e-Record Revision
User Profile
© 2005
近端內部網路

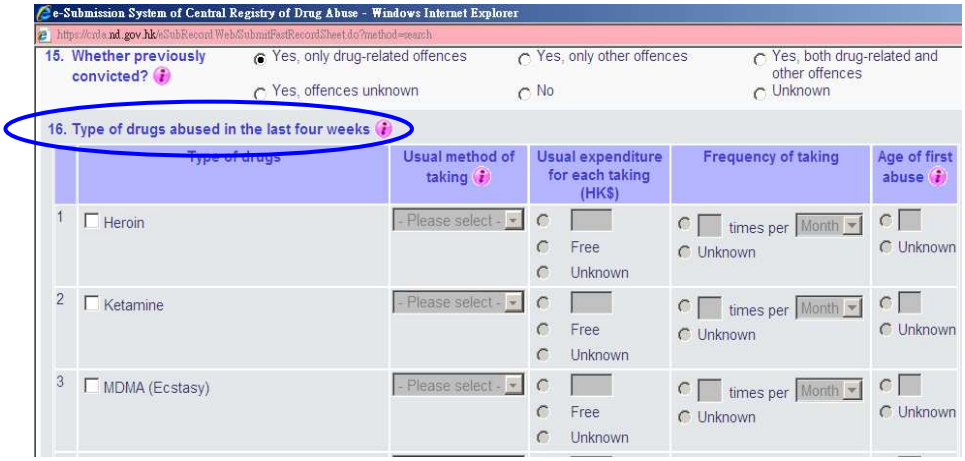
- To retrieve a template saved earlier, enter its "Transaction ID" in the blank white box



- All previously saved data will be preloaded into a e-record, except the follows:

(a) name,
(b) HKID card no.
(c) data of birth, and
(d) type of substance abused.



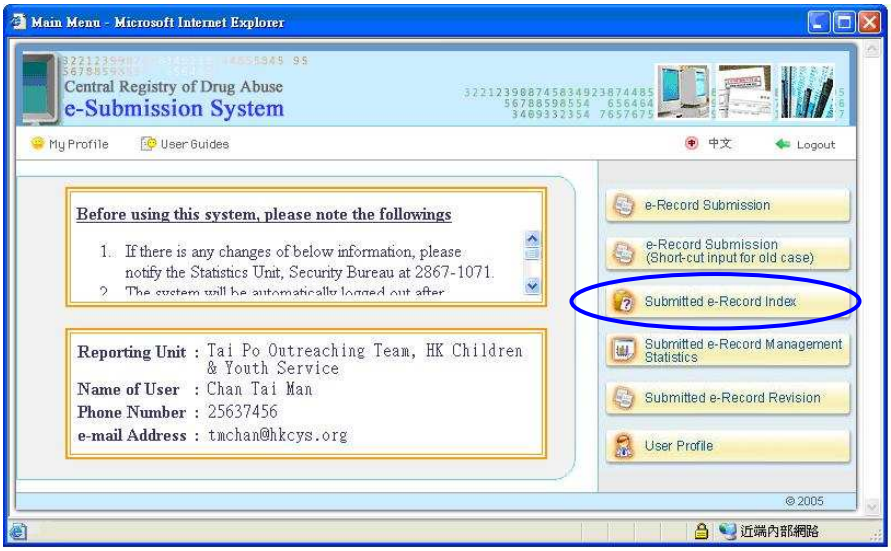


- Fill in or reedit the information in the e-record with the same procedures stated before.

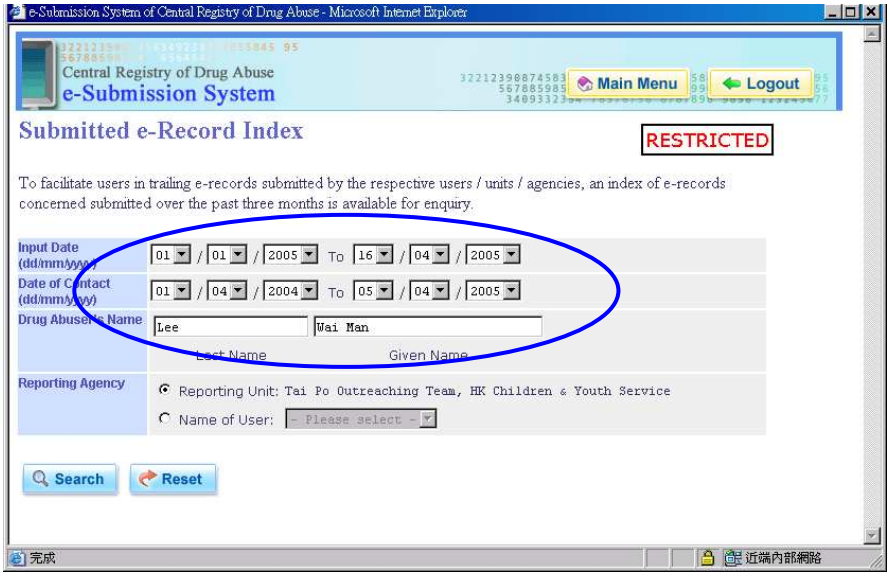
3. Submitted e-Record Index

- An index of e-records of drug abusers (with those revised e-records) submitted by the respective unit coordinators / reporters over the past three months is available on-line and real time for enquiry, thus facilitating trailing and indexing of e-records. The index of e-records contains for each e-record the date of input, date of contact, name of drug abuser, case reference no. and the name of user.

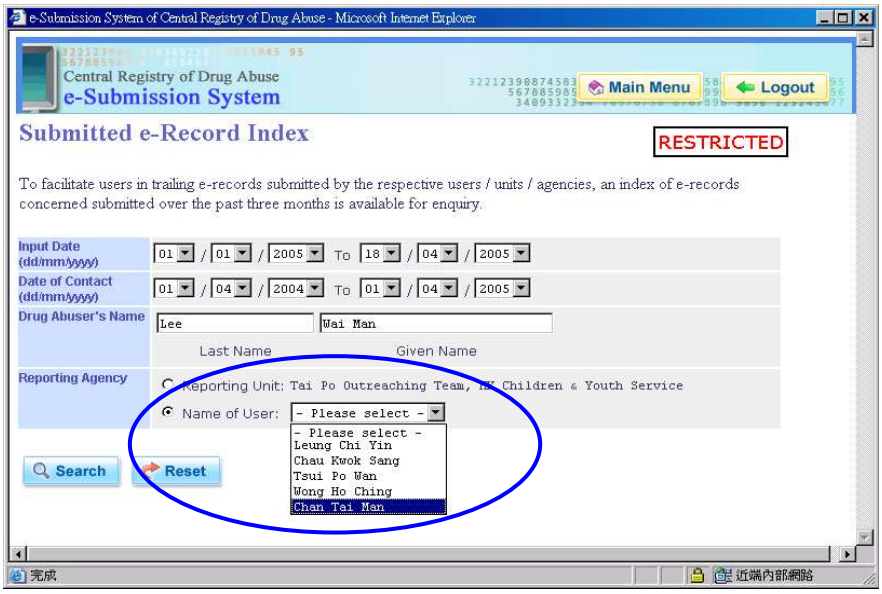
- To enquire the e-record index, click on the "Submitted e-Record Index" button in the main menu.


Main Menu - Microsoft Internet Explorer
Central Registry of Drug Abuse
e-Submission System
My Profile
User Guides
中文
Logout
Before using this system, please note the followings
1. If there is any changes of below information, please notify the Statistics Unit, Security Bureau at 2867-1071.
Reporting Unit : Tai Po Outreaching Team, HK Children & Youth Service
Name of User : Chan Tai Man
Phone Number : 25637456
e-mail Address : tmchan@hkcys.org
e-Record Submission
e-Record Submission (Short-cut input for old case)
Submitted e-Record Index
Submitted e-Record Management Statistics
Submitted e-Record Revision
User Profile
©2005

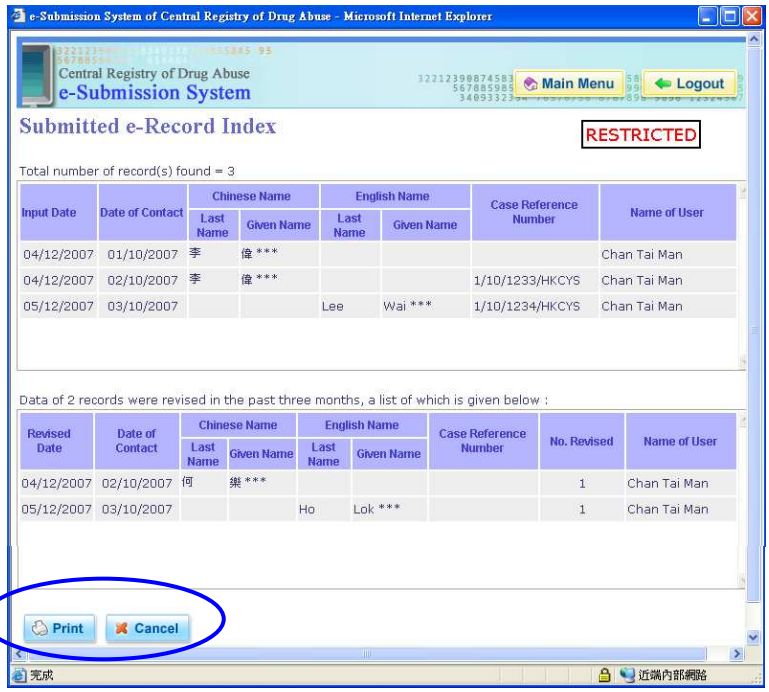
- The following screen will be displayed for entering the period of the input, period of contact and name of the drug abuser in respect of the submitted e-records to be enquired. These items are optional.


e-Submission System of Central Registry of Drug Abuse - Microsoft Internet Explorer
Central Registry of Drug Abuse
e-Submission System
Main Menu
Logout
Submitted e-Record Index
RESTRICTED
To facilitate users in trailing e-records submitted by the respective users / units / agencies, an index of e-records concerned submitted over the past three months is available for enquiry.
Input Date (dd/mm/yyyy)
Date of Contact (dd/mm/yyyy)
Drug Abuser's Name
Lee
Wai Man
Last Name
Given Name
Reporting Agency
Reporting Unit: Tai Po Outreaching Team, HK Children & Youth Service
Name of User:
- Please select -
Search
Reset

-
- Select the level of enquiry regarding agency / unit / reporter available for the respective users (i.e. agency coordinator / unit coordinator / reporter) by clicking on the button of the chosen level. Note that different users can access e-record index to different extent. A reporter is allowed to enquire only those e-records submitted by himself / herself but not those submitted by other reporters during the past three months, while a unit coordinator is allowed enquire at most all e-records submitted by the reporters under his / her purview. An agency coordinator has the greatest choice, allowed to enquire all e-records submitted by all reporters of his / her agency.


e-Submission System of Central Registry of Drug Abuse - Microsoft Internet Explorer
Central Registry of Drug Abuse
e-Submission System
Main Menu
Logout
Submitted e-Record Index
RESTRICTED
To facilitate users in trailing e-records submitted by the respective users / units / agencies, an index of e-records concerned submitted over the past three months is available for enquiry.
Input Date (dd/mm/yyyy)
Date of Contact (dd/mm/yyyy)
Drug Abuser's Name
Last Name
Given Name
Reporting Agency
Reporting Unit: Tai Po Outreaching Team, HK Children & Youth Service
Name of User:
- Please select -
Leung Chi Yin
Chau Kwok Sang
Tsui Po Wan
Wong Ho Ching
Chan Tai Man
Search
Reset

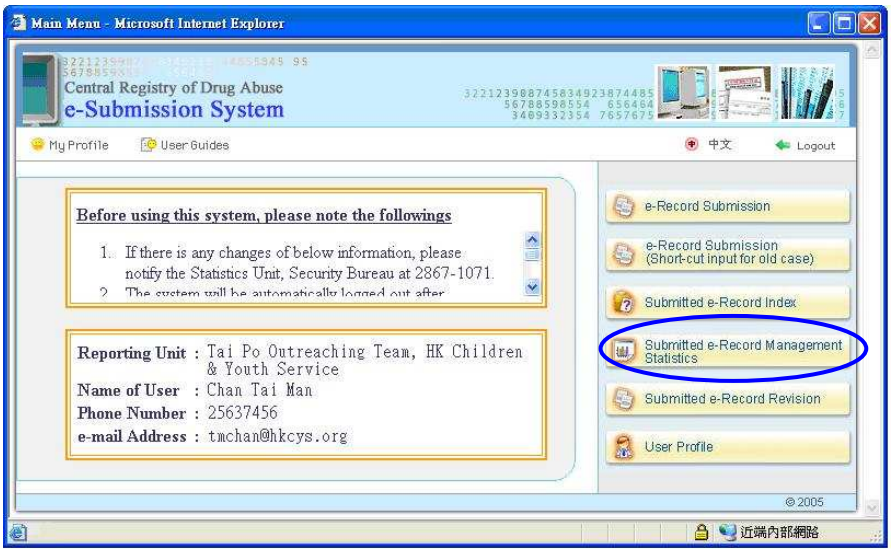
- Click on the "Search" button to submit the enquiry. The following screen showing the enquired index will be displayed. On the screen displaying the enquired index, choose to print the enquired index by clicking on the "Print" button or the "Reset" button to reset the requirements of the enquiry.


e-Submission System of Central Registry of Drug Abuse - Microsoft Internet Explorer
Central Registry of Drug Abuse
e-Submission System
Main Menu
Logout
Submitted e-Record Index
RESTRICTED
Total number of record(s) found = 3
Input Date
Date of Contact
Chinese Name
English Name
Case Reference Number
Name of User
04/12/2007 01/10/2007 李 偉 *** Chan Tai Man
04/12/2007 02/10/2007 李 偉 *** 1/10/1233/HKCYS Chan Tai Man
05/12/2007 03/10/2007 Lee Wai *** 1/10/1234/HKCYS Chan Tai Man
Data of 2 records were revised in the past three months, a list of which is given below :
Revised Date
Date of Contact
No. Revised
04/12/2007 02/10/2007 何 樂 *** 1 Chan Tai Man
05/12/2007 03/10/2007 Ho Lok *** 1 Chan Tai Man
Print
Cancel

4. Submitted e-Record Management Statistics

- Regular (monthly/quarterly/yearly) simple statistical reports on aggregated management statistics on selected demographic characteristics and drug abusing patterns of reported drug abusers based on e-records submitted by the respective unit coordinators / reporters over the last three complete years are available for enquiry. Statistics contained in the report are updated regularly.

- To enquire a report on management statistics, click on the "Submitted e-Record Management Statistics" button in the main menu.


Main Menu - Microsoft Internet Explorer
Central Registry of Drug Abuse
e-Submission System
My Profile
User Guides
中文
Logout
Before using this system, please note the followings
1. If there is any changes of below information, please notify the Statistics Unit, Security Bureau at 2867-1071.
Reporting Unit : Tai Po Outreaching Team, HK Children & Youth Service
Name of User : Chan Tai Man
Phone Number : 25637456
e-mail Address : tmchan@hkcys.org
e-Record Submission
e-Record Submission (Short-cut input for old case)
Submitted e-Record Index
Submitted e-Record Management Statistics
Submitted e-Record Revision
User Profile
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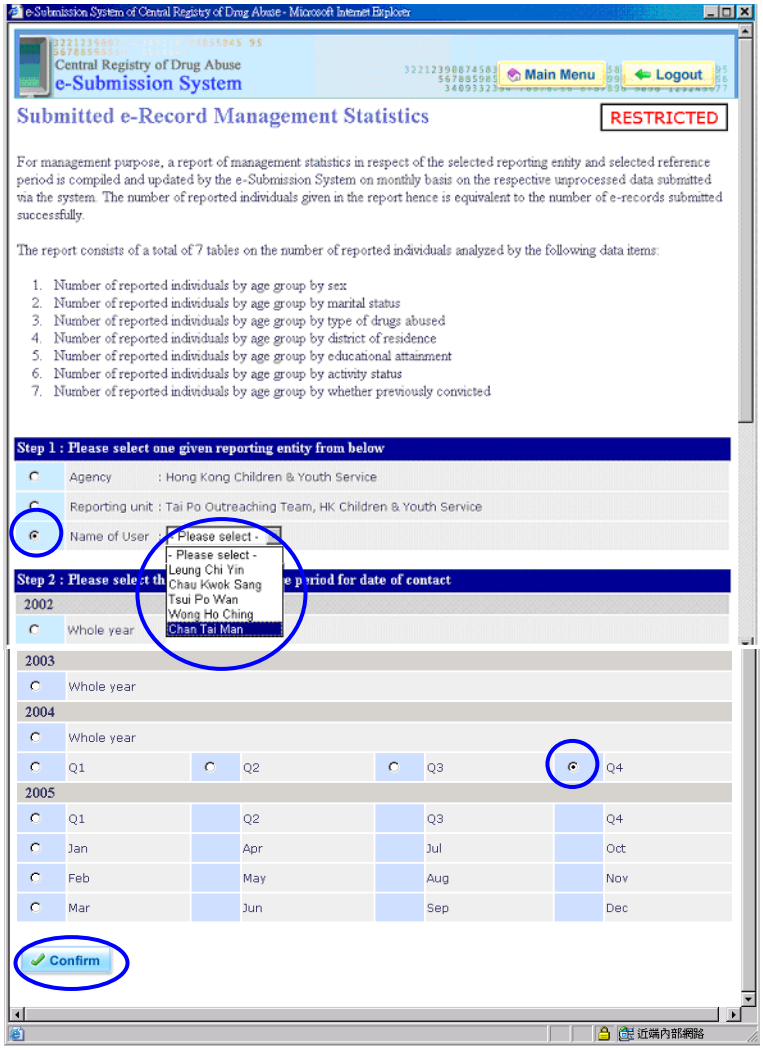
- The following screen will be displayed for selecting the level of enquiry regarding agency / unit / user available for the respective users (i.e. agency coordinator / unit coordinator / reporter) and reference period. The statistics of the whole agency can be enquired by any one user of the respective agency, but different users can access other e-record management statistics to different extent. A reporter is allowed to enquire only management statistics in respect of e-records submitted by himself / herself or his/her unit, but not those e-records of other reporters or another unit, while a unit coordinator is allowed to enquire such statistics at unit level. An agency coordinator has the highest level of access, allowed to enquire statistics based on all e-records submitted by all reporters of his / her agency.


e-Submission System of Central Registry of Drug Abuse - Microsoft Internet Explorer
Central Registry of Drug Abuse
e-Submission System
Main Menu
Logout
Submitted e-Record Management Statistics
RESTRICTED
For management purpose, a report of management statistics in respect of the selected reporting entity and selected reference period is compiled and updated by the e-Submission System on monthly basis on the respective unprocessed data submitted via the system. The number of reported individuals given in the report hence is equivalent to the number of e-records submitted successfully.
The report consists of a total of 7 tables on the number of reported individuals analyzed by the following data items:
1. Number of reported individuals by age group by sex
2. Number of reported individuals by age group by marital status
3. Number of reported individuals by age group by type of drugs abused
4. Number of reported individuals by age group by district of residence
5. Number of reported individuals by age group by educational attainment
6. Number of reported individuals by age group by activity status
7. Number of reported individuals by age group by whether previously convicted
Step 1 : Please select one given reporting entity from below
Agency : Hong Kong Children & Youth Service
Reporting unit : Tai Po Outreaching Team, HK Children & Youth Service
Name of User : - Please select -
- Please select -
Leung Chi Yin
Chau Kwok Sang
Tsui Po Wan
Wong Ho Ching
Chan Tai Man
Step 2 : Please select the period for date of contact
2002
Whole year
2003
Whole year
2004
Whole year
Q1 Q2 Q3 Q4
2005
Q1 Q2 Q3 Q4
Jan Apr Jul Oct
Feb May Aug Nov
Mar Jun Sep Dec
Confirm
近端內部網路

- Press the "Confirm" button to enquire the management statistics on submitted e-records. The following screen showing the statistical report concerned will be displayed.

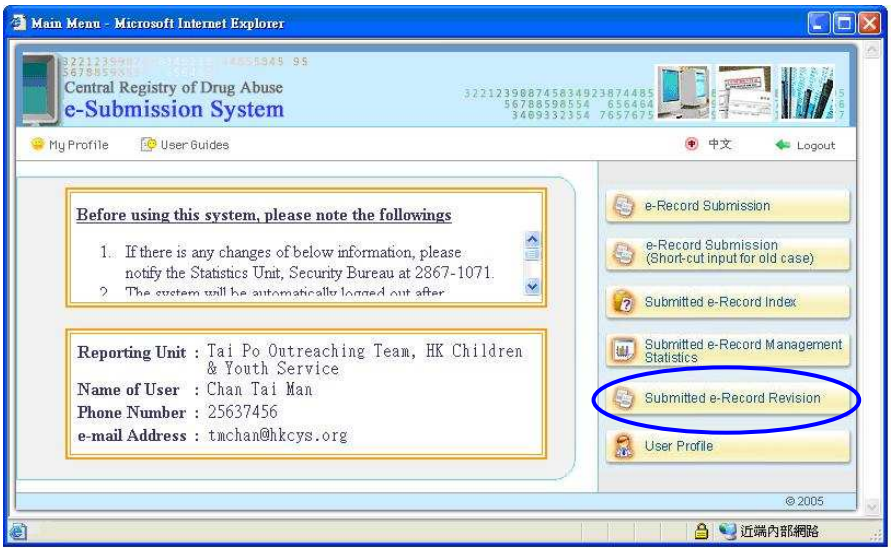
e-Submission System of Central Registry of Drug Abuse - Microsoft Internet Explorer
Central Registry of Drug Abuse
e-Submission System
Main Menu
Logout
Submitted e-Record Management Statistics
RESTRICTED
Agency : Hong Kong Children & Youth Service
Statistics are compiled based on the raw data contained in the e-submitted records only. They have not yet been adjusted to avoid double counting of the same person or duplication of the same record submitted.
1. Number of reported individuals by age group by sex
2. Number of reported individuals by age group by marital status
3. Number of reported individuals by age group by type of drugs abused
4. Number of reported individuals by age group by district of residence
5. Number of reported individuals by age group by educational attainment
6. Number of reported individuals by age group by activity status
7. Number of reported individuals by age group by whether previously convicted
Print
Cancel
1. 按年齡組別及性別劃分的被呈報人士數目 (洽見日期在 2004年 第4季)
Number of reported individuals by age group by sex (Date of contact in Q4/2004)
性別 Sex
年齡組別 Age group
< 16
16 - 20
21 - 30
31 - 40
41 - 50
51+
沒有提供 Not reported
總計 Total
近端內部網路

- User can choose to print the statistical report concerned by pressing the "Print" button.

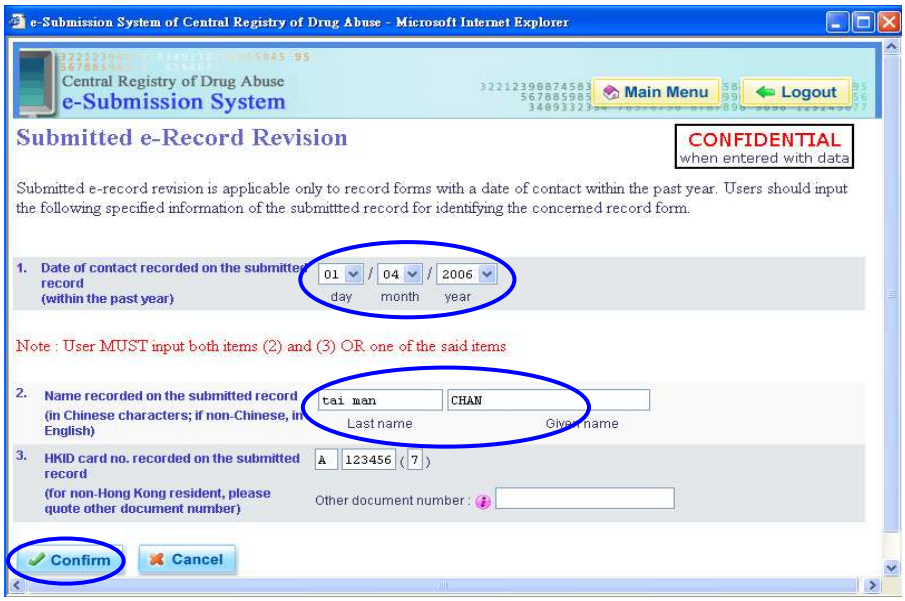
5. Submitted e-Record Revision

- Information of reported drug abusers based on e-records submitted by the respective unit coordinators / reporters over the past year are available for e-record revision.

- To revise e-record of reported information, click on the "Submitted e-Record Revision" button in the main menu.

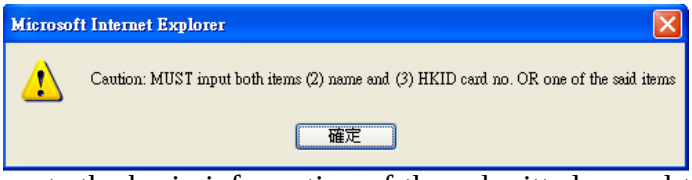

Main Menu - Microsoft Internet Explorer
Central Registry of Drug Abuse
e-Submission System
My Profile
User Guides
中文
Logout
Before using this system, please note the followings
1. If there is any changes of below information, please notify the Statistics Unit, Security Bureau at 2867-1071
Reporting Unit : Tai Po Outreaching Team, HK Children & Youth Service
Name of User : Chan Tai Man
Phone Number : 25637456
e-mail Address : tmchan@hkcys.org
e-Record Submission
e-Record Submission (Short-cut input for old case)
Submitted e-Record Index
Submitted e-Record Management Statistics
Submitted e-Record Revision
User Profile
© 2005

- The following screen will be displayed for entering the required basic information to identify the submitted record to be revised. The date of contact recorded on the submitted record (within the past year) must be entered. Either the name (in Chinese characters; if non-Chinese, in English) or HKID card no. recorded on the submitted record (for non-Hong Kong resident, please quote other document number), or both items must also be entered. After entering the required basic information, press the "Confirm" button to continue with record revision.

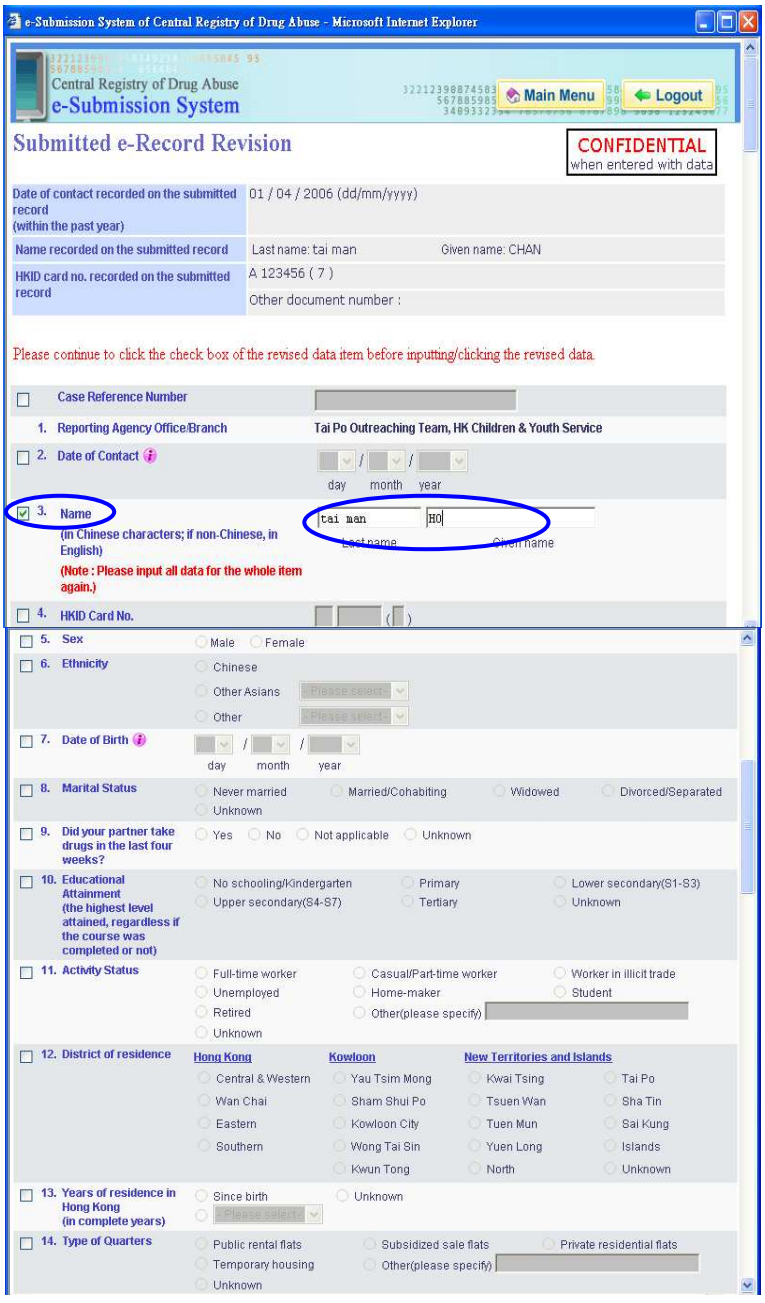

e-Submission System of Central Registry of Drug Abuse - Microsoft Internet Explorer
Central Registry of Drug Abuse
e-Submission System
Main Menu
Logout
Submitted e-Record Revision
CONFIDENTIAL
when entered with data
Submitted e-record revision is applicable only to record forms with a date of contact within the past year. Users should input the following specified information of the submittted record for identifying the concerned record form.
1. Date of contact recorded on the submitted record (within the past year)
01 / 04 / 2006
day month year
Note : User MUST input both items (2) and (3) OR one of the said items
2. Name recorded on the submitted record (in Chinese characters; if non-Chinese, in English)
tai man
CHAN
Last name
Given name
3. HKID card no. recorded on the submitted record (for non-Hong Kong resident, please quote other document number)
A 123456 (7)
Other document number :
Confirm
Cancel

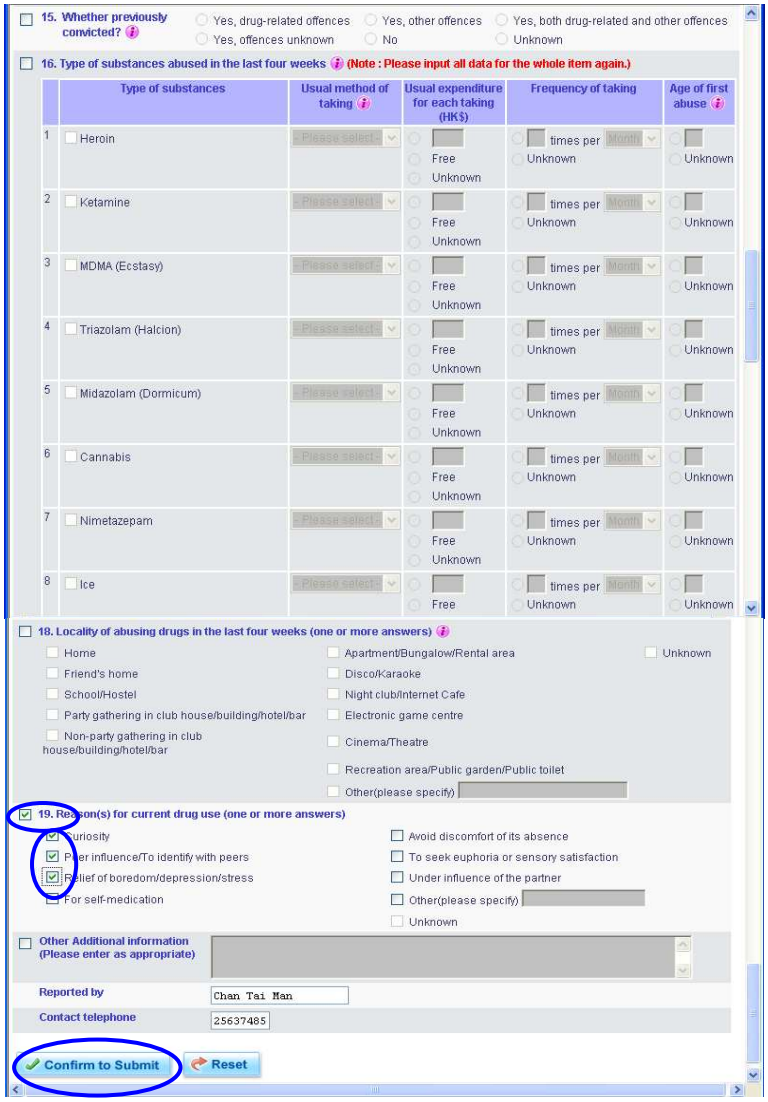
On-line data validation

- After the user presses the "Confirm" button to identify the record to be revised, on-line data validation will be performed by the system to ensure the required basic information are complete. In case the required basic information are not yet complete, a pop-up dialogue box (examples below) will be displayed to give the concerned error messages.



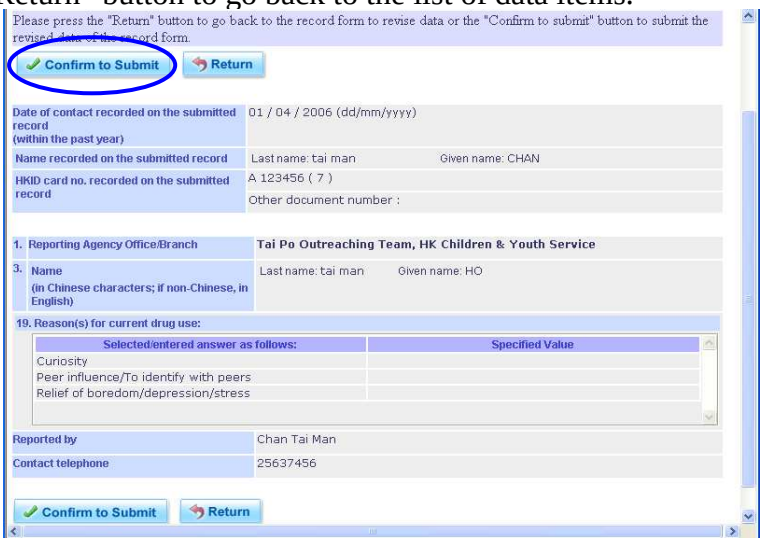
- After the system accepts the basic information of the submitted record to be revised, the following screen with the basic information concerned listed on top followed by the revision form (of the same format as the e-form) will be displayed for entering the revised or supplementary data one by one.



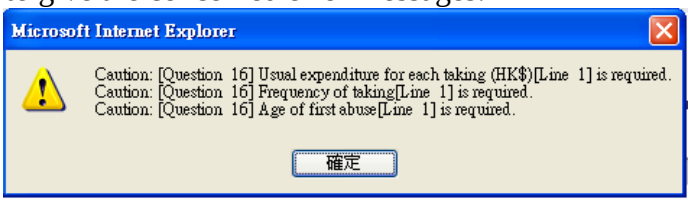


- To revise or supplement information of each data item, click on the appropriate check box(es) before the item no. first. Then enter the revised information (by keying in characters or clicking check box or buttons) for all the checked item(s). Press the "Confirm to submit" button after entering all revised or supplementary information of the record. Press the "Reset" button to cancel the changes.

- After pressing the "Confirm to submit" button for the first time, all revised or supplementary information entered for revision will be displayed for double-confirmation. Press the "Confirm to submit" button again to submit the revision form. Press the "Return" button to go back to the list of data items.


Please press the "Return" button to go back to the record form to revise data or the "Confirm to submit" button to submit the revised data of the record form.
Confirm to Submit
Return
Date of contact recorded on the submitted record (within the past year)
01 / 04 / 2006 (dd/mm/yyyy)
Name recorded on the submitted record
Last name: tai man
Given name: CHAN
HKID card no. recorded on the submitted record
A 123456 (7)
Other document number :
1. Reporting Agency Office/Branch
Tai Po Outreaching Team, HK Children & Youth Service
3. Name (in Chinese characters; if non-Chinese, in English)
Last name: tai man
Given name: HO
19. Reason(s) for current drug use:
Selected/entered answer as follows:
Specified Value
Curiosity
Peer influence/To identify with peers
Relief of boredom/depression/stress
Reported by
Chan Tai Man
Contact telephone
25637456
Confirm to Submit
Return

- After pressing the "Confirm to submit" button, if the system finds that revised information of any of the checked data items is not yet entered, a pop-up dialogue box (examples below) will be displayed to give the concerned error messages.

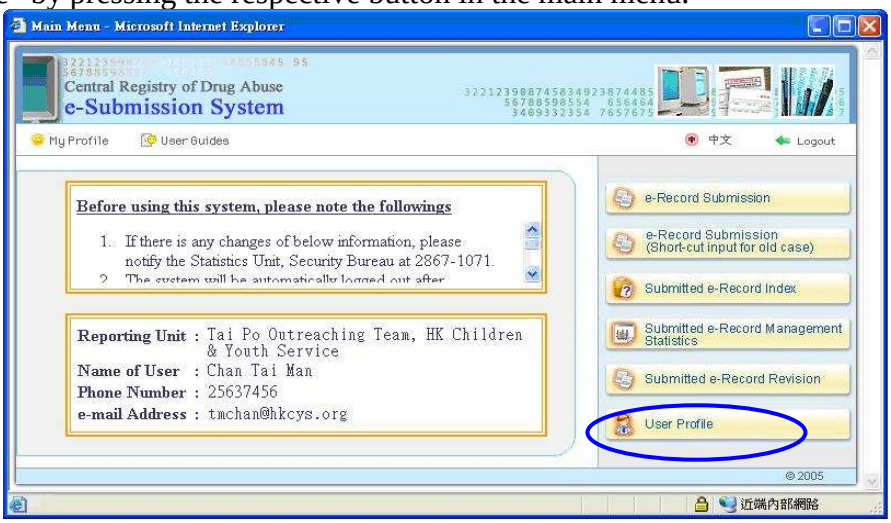

Microsoft Internet Explorer
Caution: [Question 16] Usual expenditure for each taking (HK$)[Line 1] is required.
Caution: [Question 16] Frequency of taking[Line 1] is required.
Caution: [Question 16] Age of first abuse[Line 1] is required.
確定

- For an index of the revised e-records submitted, please refer to "Submitted e-Record Index" on page 25.

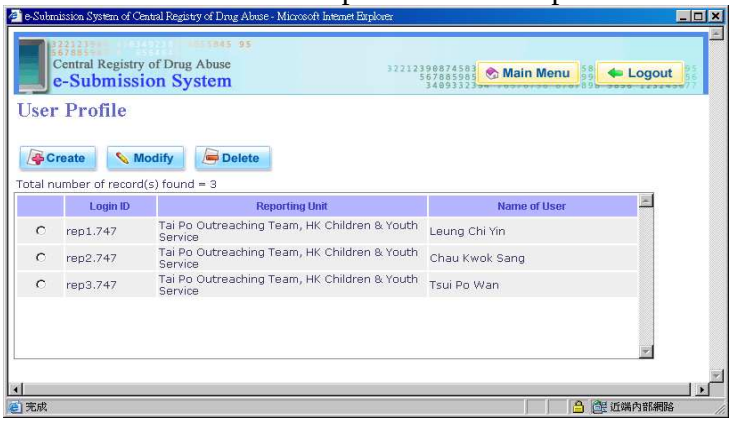
6. User Profile

- This function is accessible to unit coordinators only.

- Unit Coordinator can update the account profile of those reporters under his/her purview and reset corresponding personal login password by using the function "User Profile" by pressing the respective button in the main menu.

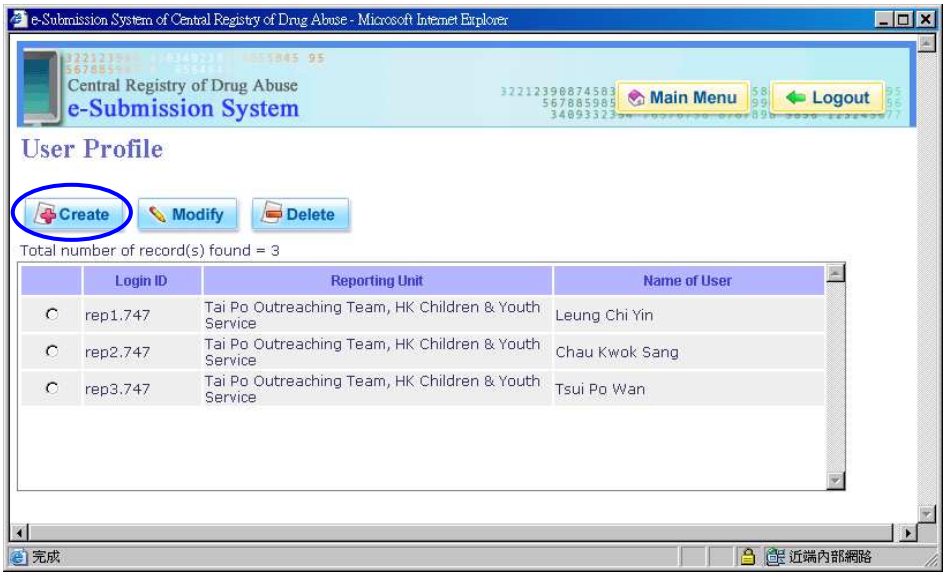

Main Menu - Microsoft Internet Explorer
Central Registry of Drug Abuse
e-Submission System
My Profile
User Guides
中文
Logout
Before using this system, please note the followings
1. If there is any changes of below information, please notify the Statistics Unit, Security Bureau at 2867-1071.
Reporting Unit : Tai Po Outreaching Team, HK Children & Youth Service
Name of User : Chan Tai Man
Phone Number : 25637456
e-mail Address : tmchan@hkcys.org
e-Record Submission
e-Record Submission (Short-cut input for old case)
Submitted e-Record Index
Submitted e-Record Management Statistics
Submitted e-Record Revision
User Profile
© 2005

- A list of the reporters' accounts created by the respective unit coordinator, with the respective login ID, reporting unit and name of reporter will be displayed for the unit coordinator to choose which account's profile is to be updated.

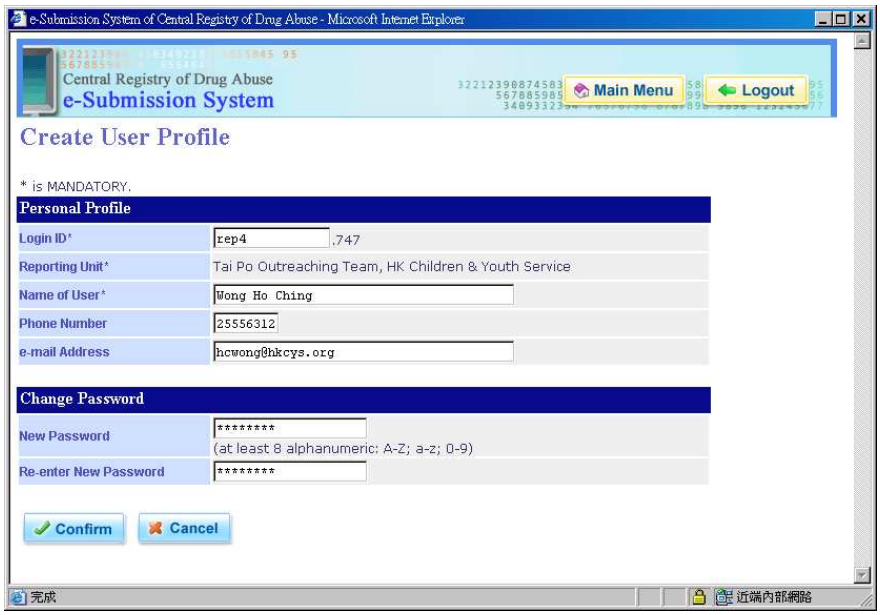


6.1 Create User Account

- Click on the "Create" button to create a new reporter account.

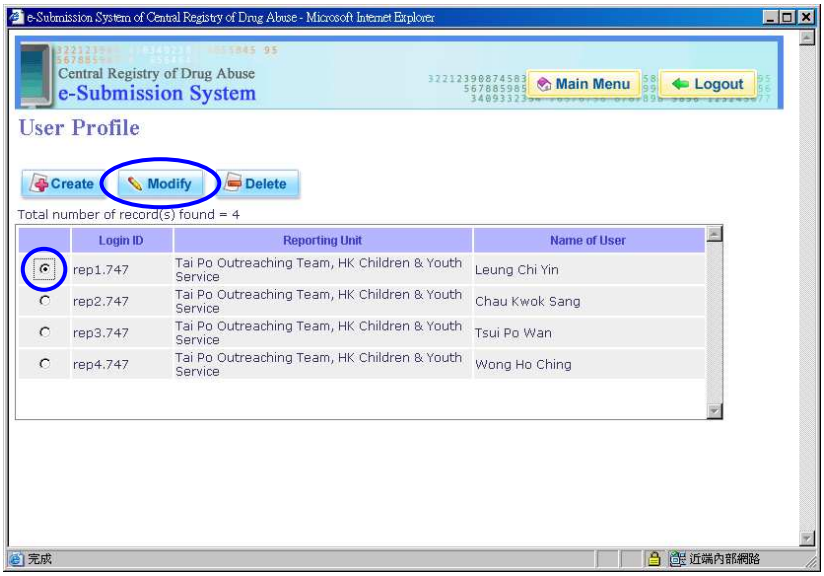


- Enter the login ID (up to a maximum of 15 characters), name of user (i.e. reporter), telephone number (optional), e-mail address (optional) and new password (at least 8 characters). Note that the new password has to be entered twice. When completing the input, click on the "Confirm" button to create a new account.

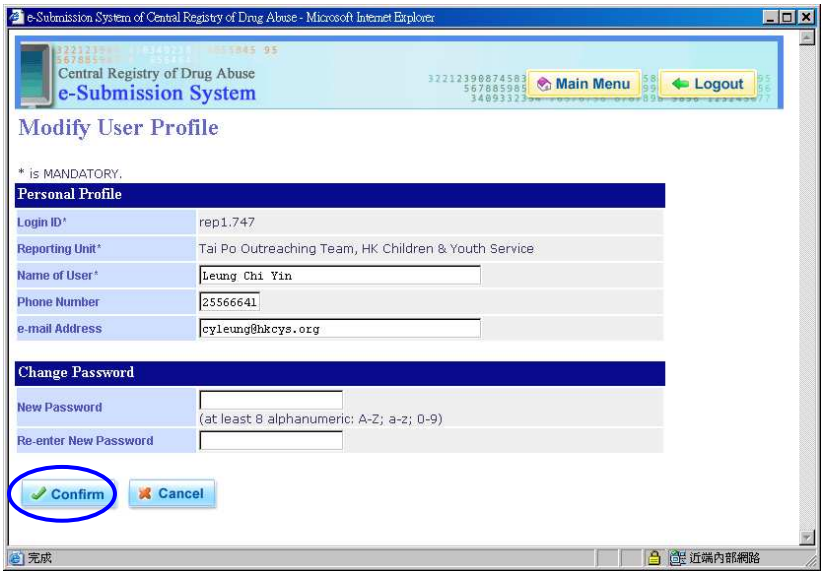


6.2 Modify User Account / Reset Password

- Click on the radio button of the concerned reporter account and then the "Modify" button to edit the account profile or reset personal login password.

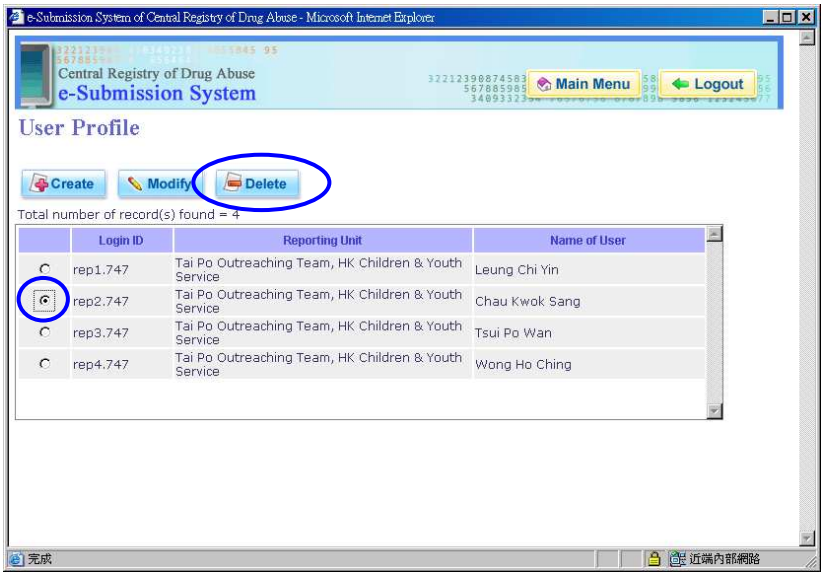


- Enter up-to-date name of user, telephone number and e-mail address, where appropriate. To reset the password (at least 8 characters) of the reporter account, enter the new password twice. After completion of input, click on the "Confirm" button to confirm to perform the modification.

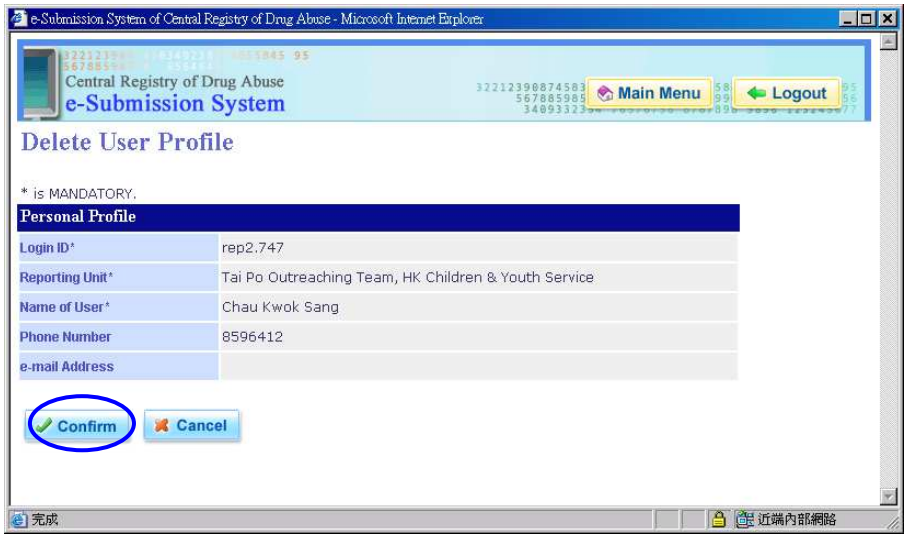


6.3 Delete User Account

- Click on the radio button of the concerned reporter account and then the "Delete" button to delete the respective account.

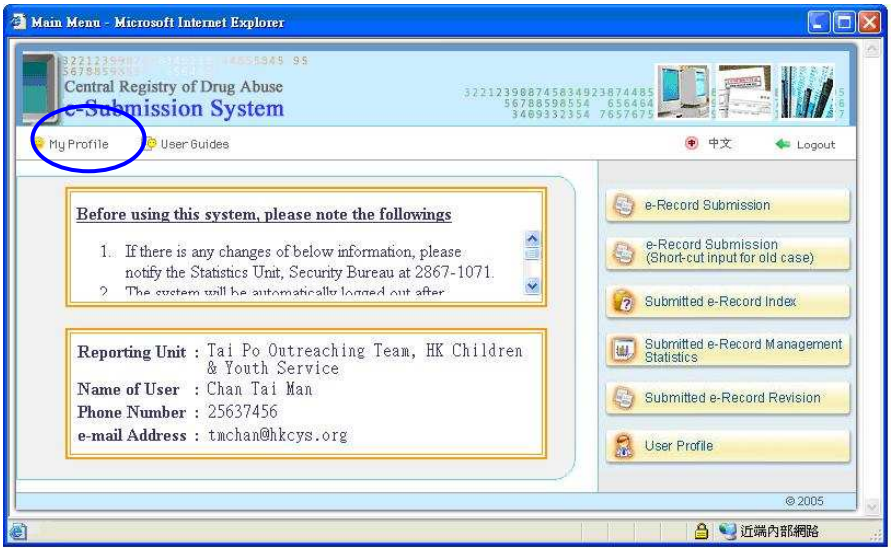


- The personal profile of the selected reporter's account will be displayed again before the deletion. Click on the "Confirm" button to confirm to perform the deletion.



7. My Profile

- Every individual user can modify his/her own personal profile and reset login password by using the "My Profile" function. Click on the "My Profile" button in the main menu to assess the function.


Main Menu - Microsoft Internet Explorer
Central Registry of Drug Abuse
e-Submission System
My Profile
User Guides
中文
Logout
Before using this system, please note the followings
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Reporting Unit : Tai Po Outreaching Team, HK Children & Youth Service
Name of User : Chan Tai Man
Phone Number : 25637456
e-mail Address : tmchan@hkcys.org
e-Record Submission
e-Record Submission (Short-cut input for old case)
Submitted e-Record Index
Submitted e-Record Management Statistics
Submitted e-Record Revision
User Profile
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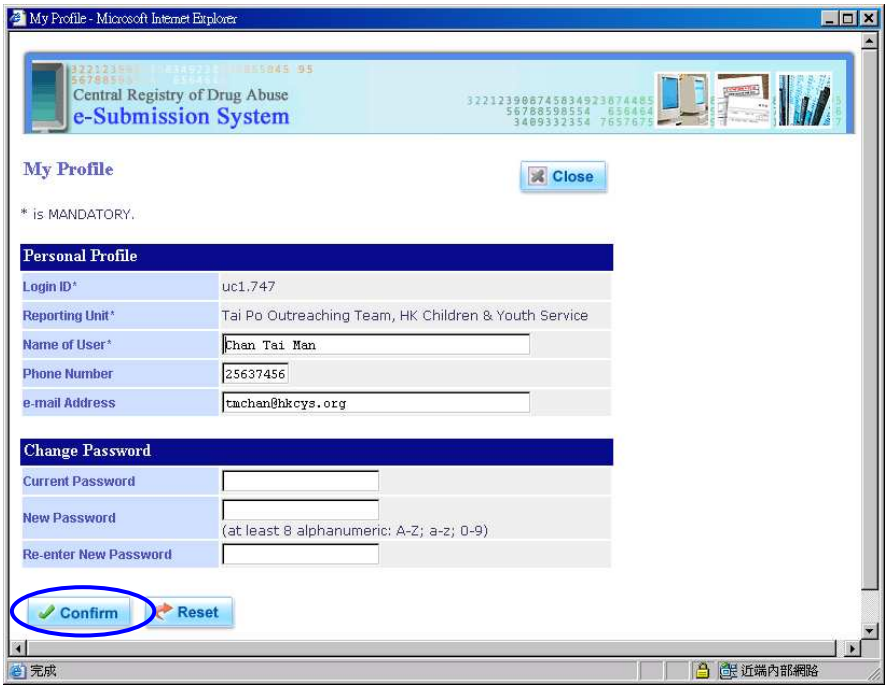
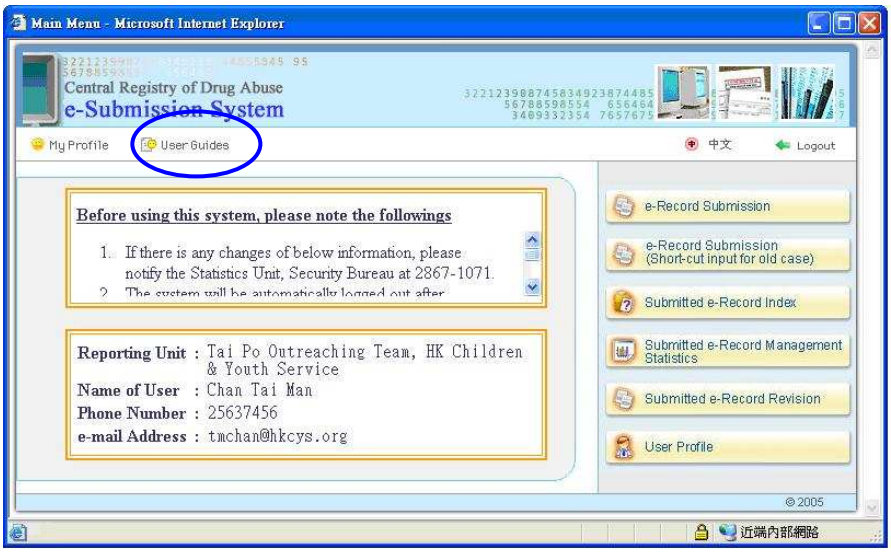
- Enter the name, telephone number, email address and password (at least 8 characters) to be revised as appropriate. Note that the new password should be entered twice. Click on the "Confirm" button to confirm the updating. Click on the "Reset" button to cancel the changes.



8. User Guides

The following documents are available for downloading by clicking on the "User Guide" button in the main menu :

(1) CRDA record sheet
(2) Guidelines for the completion of CRDA record sheet
(3) User manual on e-Submission system
(4) Common substances of abuse


Main Menu - Microsoft Internet Explorer
Central Registry of Drug Abuse
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My Profile
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中文
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Name of User : Chan Tai Man
Phone Number : 25637456
e-mail Address : tmchan@hkcys.org
e-Record Submission
e-Record Submission (Short-cut input for old case)
Submitted e-Record Index
Submitted e-Record Management Statistics
Submitted e-Record Revision
User Profile
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User Guides - Microsoft Internet Explorer
Central Registry of Drug Abuse
e-Submission System
User Guides
Close
Central Registry of Drug Abuse Record Sheet
Chinese version
English version
Guidelines for the Completion of Central Registry of Drug Abuse Record Sheet
Bilingual version
User Manual on e-Submission System
Chinese version
English version
Common Substances of Abuse
Bilingual version
(To view and print the document, you need to use an Adobe Acrobat Reader. Please click here to download if necessary. Get Adobe Reader)
完成
近端內部網路

V. HARDWARE / SOFTWARE REQUIREMENTS AND CONFIGURATION SETUP

Hardware Requirements

Required Hardware

- CPU: Pentium II 350 MHz compatible or above
- RAM: 128 MB or above
- Hard disk free space: 50 MB or above
- Modem: 56 Kbps or broadband
- Monitor resolution: best for 800x600

Optional Hardware

- Printer
  - To print the submitted e-record after completing the e-Record Submission, Submitted e-Record Index, or Submitted e-Record Management Statistics.
- Chinese Pen Tablet
  - To capture Chinese characters into computers by directly writing or drawing onto the tablet.

Software Requirements

Operating System

- Microsoft Windows 2000 or Microsoft Windows XP

Web Browsers

- English Internet Explorer version 5.5 SP2 - 6.0 SP1
- Chinese Internet Explorer version 5.5 SP2 - 6.0 SP1
- 128-bit Encryption Pack
- "Cookies", "JavaScript" and "SSL" options enabled

Other Toolkits

- Chinese input method (e.g. Changjie method)
- Toolkit supporting Hong Kong Supplementary Character Set (HKSCS)
- Adobe Acrobat Reader 5.x with Asian Font Pack – Chinese Traditional or Adobe Acrobat Reader 6.0.

Browser Setting of Internet Explorer (IE)

To perform CRDA functions smoothly, the following settings are required :

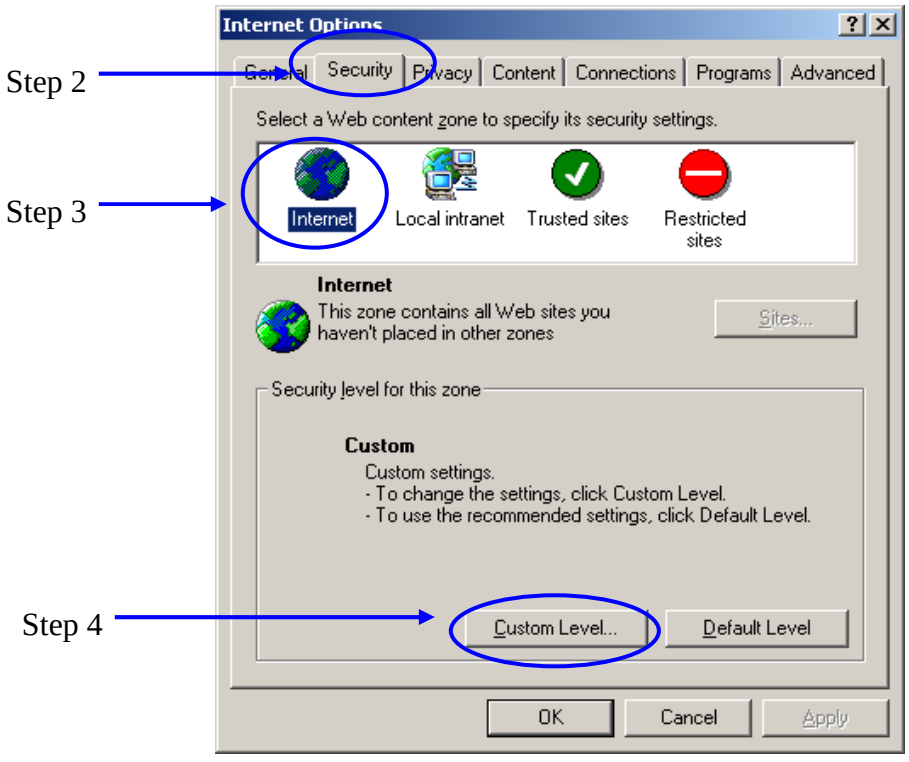
1. Enable JavaScript
2. Accept Cookie
3. Enable SSL

Most of the newly installed web browsers would normally have the above settings. However, users who use a particular computer for the first time to access the system are strongly advised to check that the aforesaid settings are already in place before using the system. A few quick steps for the check on the settings are given in the following section.

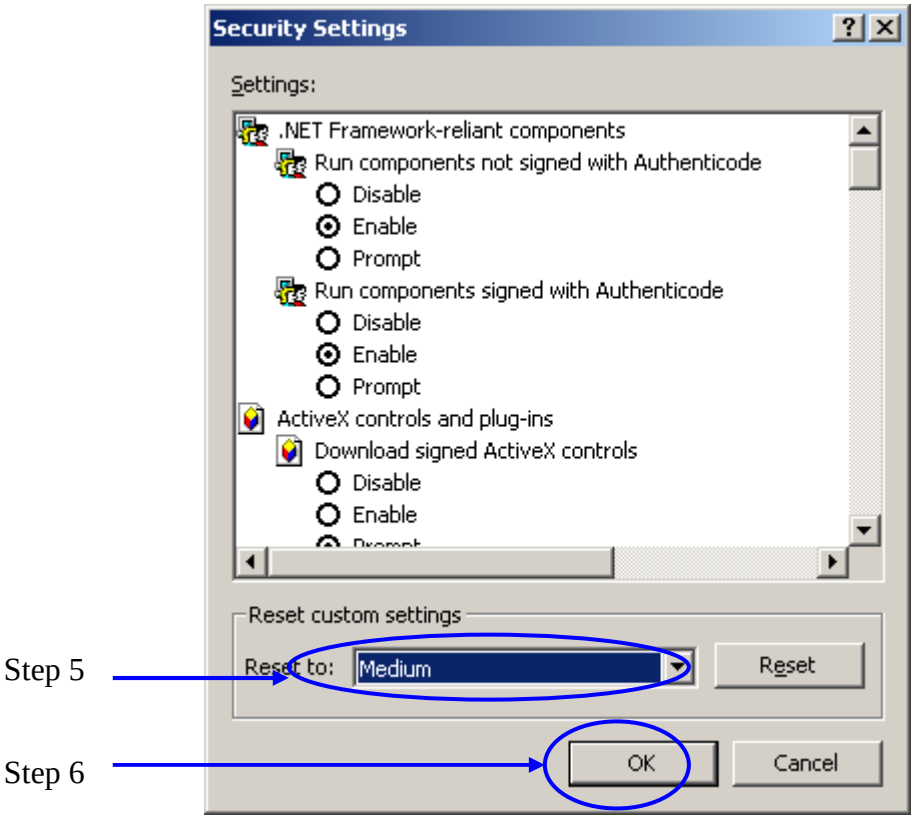
To enable JavaScript

Take the following steps :

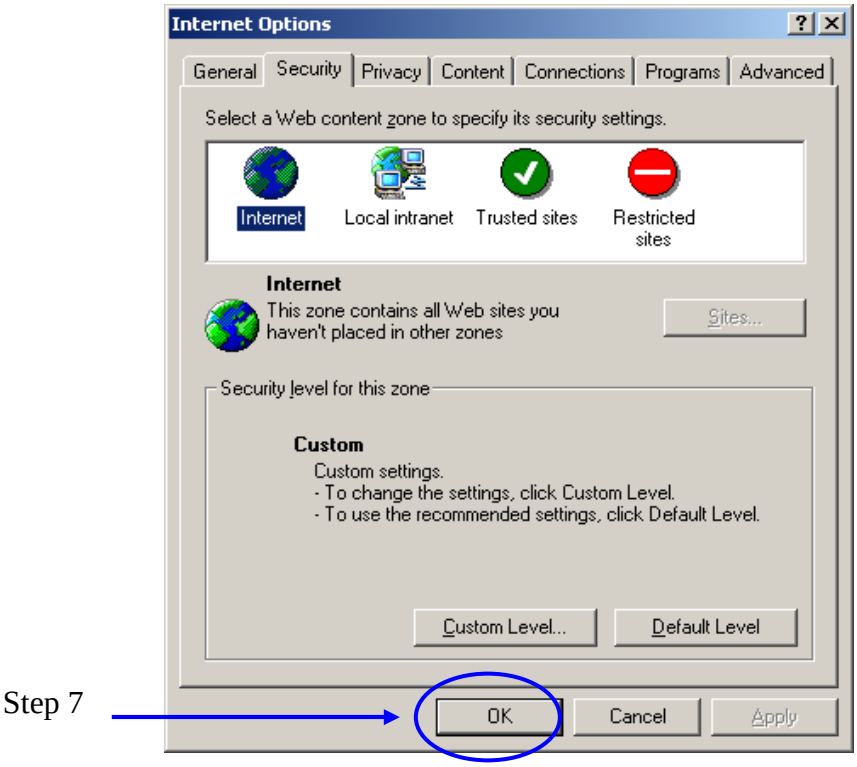
1. Activate IE and click on "Tools" on the menu bar and choose "Internet Options". The page of Internet Options is then shown.



2. Click on "Security" tab.
3. Choose the "Internet" at "Zone" box.
4. Press "Custom Level" button.
5. The page of Security Settings is then shown. Choose "Medium" for Reset custom settings.



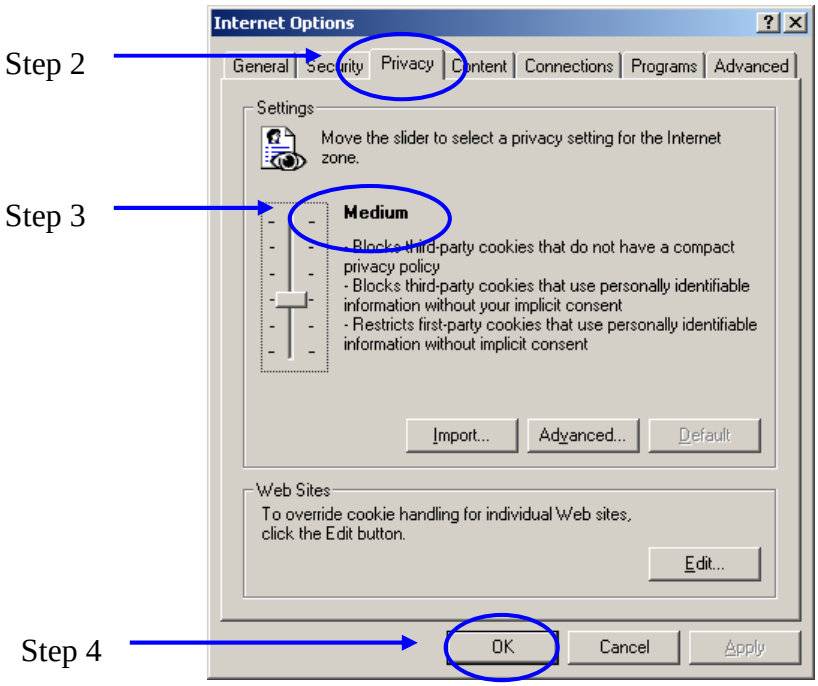
6. Press “OK” button to save this option in the Security Settings page.
7. Press “OK” button again to save this option.



To accept Cookie

Take the following steps :

1. Activate IE and click on “Tools” on the menu bar and choose “Internet Options”. The page of Internet Options is then shown.

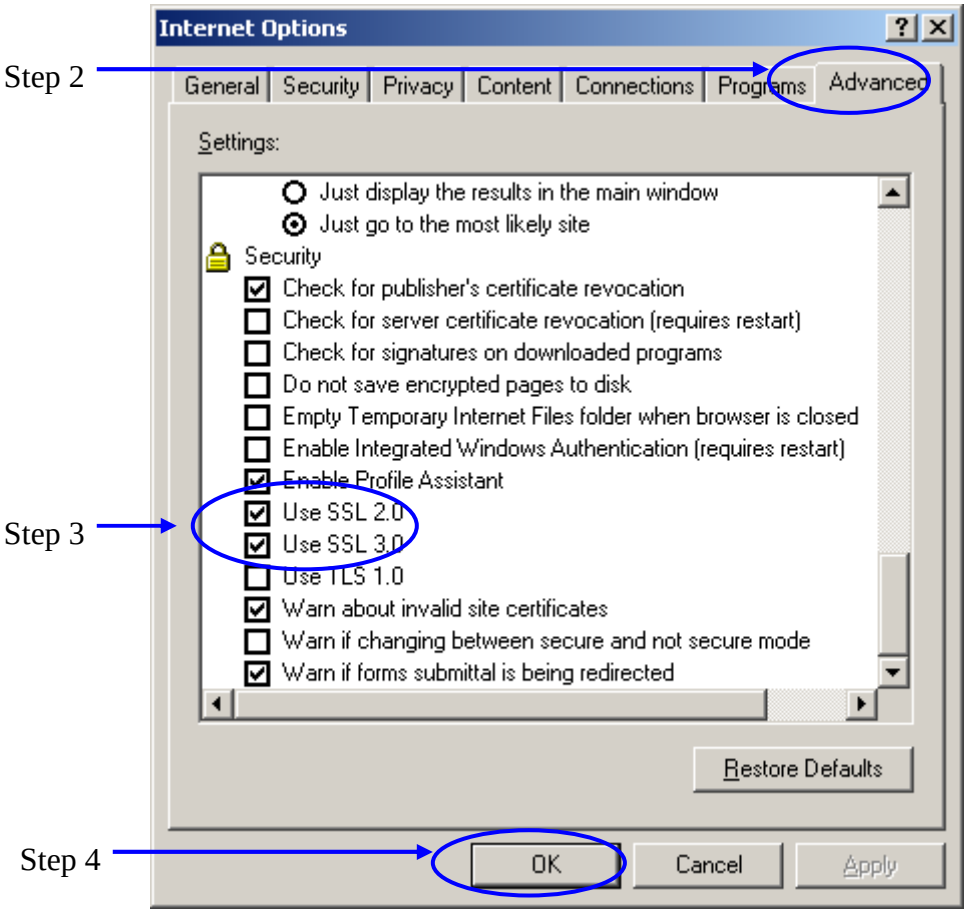


2. Click on "Privacy" tab.
3. Choose the "Medium" for the Settings.
4. Press "OK" button to save this option.

To enable SSL

Take the following steps :

1. Activate IE and click on “Tools” on the menu bar and choose “Internet Options”. The page of Internet Options is then shown.



2. Click on "Advanced" tab.
3. Scroll down the list to "Security" and check the boxes of "Use SSL 2.0" and "Use SSL 3.0" if they are not yet checked.
4. Press "OK" button to save this option.

COMMON SUBSTANCES OF ABUSE

Most of the substances can be broadly classified into narcotic analgesics (e.g. heroin, opium, morphine, physeptone/methadone) and psychotropic substances. This table lists out only some common substances abused.

Name of substances		**Street name**	**Withdrawal reaction**
Heroin	Opium, morphine and heroin are all derived from the opium poppy (Papaver somniferum) and are therefore often called OPIATES. Opiates belong to a group of drugs called narcotic analgesic. They slow down or depress the actions of the brain.	White powder, No. 4, American money, HK money, smack, H, horse, HK rock, junk, scag	Runny nose, Lacrimation, Piloerection, Nausea and vomiting, Diarrhoea, Muscle aches, Bone pain, Insomnia
Methadone			
Cocaine	Cocaine and its variations are stimulants derived from the leaves of the coca tree. It was first introduced as a tonic.	C, coke, flake, snow, stardust, charlie, crack, gold dust, coco, base wash	Craving, Hunger, Irritability, Apathy, Depression, Paranoia, Suicidal ideation, Loss of sex drive, Insomnia or excessive sleepiness, Addiction
"Ecstasy"	MDMA is the proper name of "ecstasy" and the short name for methylenedioxymethamphetamine. Like other amphetamines, MDMA is a central nervous system stimulant and also hallucinogenic. It produces a feeling of boundless energy and is commonly taken to help abusers to dance for lengthy periods.	"E", XTC, Adam	
"Ice"	The proper name for "ice" is methylamphetamine, also known as methamphetamine, which is a kind of amphetamine. "Ice" is a potent central nervous system stimulant. It increases the activity of the brain and nerve impulses which travel to other parts of the body. It is chemically similar to adrenaline, our body's own stimulant.	Ice	Depression, Anxiety, Irritability, Agitation, Craving, Fatigue, Hypersomnia, Hyperphagia, Loss of energy, Loss of interest, Suicidal idea
Methaqualone		Mandies, MX, mandrake, ludes, love drug, quads, wallbanger, pillow, Quaaludes	
Ketamine	Ketamine has gained popularity only in recent years. It is a central nervous system depressant. It can generate a "dissociate" effect, which means that the person taking it feels as if the mind is "separated" from the body. Normally the duration will be no more than a few hours. It also blocks normal thinking and most sensory input and brings on temporary memory loss.	"K", Ket, Kit-Kat, Special K, Vitamin K	Fatigue, Unusual flare-ups, Anger, Hostility, Invasive behaviour, Insomnia, Depression,
Triazolam	Triazolam belongs to a group of drugs called benzodiazepines. Benzodiazepines have a central nervous system depressing effect and are used medically to reduce anxiety, to help people sleep and to relax the body.		Tremor, Fatigue, Loss of appetite, Nausea and vomiting, Restlessness, Anxiety, Headache and muscle pain, Depression, Tinnitus, Increased blood pressure, Palpitation, Insomnia, Poor memory, Impaired attention, Suspiciousness, Delusion, Convulsion, Loss of consciousness
Diazepam			
Flunitrazepam			
Estazolam			
Nimetazepam		Give me five	
Cannabis	Cough mixture containing codeine (an opioid analogue), ephedrine/ pseudoephedrine (stimulants) and antihistamine is a form of over the counter medication that is abused commonly in Hong Kong.	MB, Romilar	Fatigue, Insomnia, Depression, Loss of energy, Loss of interest, Suicidal idea
Solvent thinner		Thinner	